

**Willamina City Council Agenda
Regular Meeting**

Wednesday, November 7, 2018, 1:00 pm

Willamina High School

1100 NE Oaken Hills Dr.

Willamina, OR 97396

AG-1, in the new CTE Shop

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

Public Input: Presentations not scheduled on the Agenda are limited to three (3) minutes. Longer presentations should be submitted to the City Recorder prior to the meeting. Anyone wishing to comment on an item of the Regular Agenda will need to sign in on the Sign in Form.

CORRESPONDENCE – News Release Willamina Coastal Hills Art Tour

CONSENT AGENDA “(A listing of routine business items, which are adopted with one motion, without discussion. However, any COUNCILOR may request that an item is pulled from the Consent Agenda for discussion and separate action. The item is then considered after the Consent Agenda items have been voted upon).”

1. Check Registers – September 1 to 30, 2018 (information only)
2. Financials September 30, 2018
3. Minutes from the October 9, 2018, City Council Meeting

REGULAR

4. Ordinance 675 – An Ordinance Amending Title IX, Chapter 90. Animals
5. Planning Commission Appointment
6. Revision of Job Description and Job Duties for Code Enforcement Officer

INFORMATIONAL REPORTS (Items that require no Council action)

7. City of Willamina Paranormal Investigation Report – Library Manager

Equal Opportunity Employer TTY Dial 7-1-1 or 1-800-735-2900

411 NE “C” Street, Willamina, Oregon 97396-2783 - Telephone: (503) 876-2242 / Fax: (503) 876-1121

willaminaoregon.gov

MAYORS REPORT

COUNCIL LIAISON REPORTS

8. Chamber Liaison (Councilor Wooden)
9. Library Liaison (Councilor McKnight)
10. YCOM Board (Councilor Baller)
11. Yamhill County Transit Authority Board Member (Councilor Johnson)

INFORMATIONAL REPORTS FROM/CITY OFFICERS

12. City Manager
13. Sheriff's Report

EVENT CALENDAR- Informational

PUBLIC HEARING - None

News Release

Willamina Coastal Hills Art Tour

November 9 & 10, 2018

Discover downtown Willamina as it celebrates its 27th Annual Coastal Hills Art Tour. The walking tour is held on Friday, November 9 and Saturday, Nov. 10 from 9:00 am to 5:00 pm daily. A free shuttle will be available to each venue in the downtown area. "Take the Tour" cards and maps will be available at each location. Everyone is encouraged to "Take the Tour" and have all the artists stamp your card for a chance to win a prize from each artist.

This year, there are over 30 artists and crafters from the Willamina, Grand Ronde, Sheridan, Dallas, McMinnville, and Newberg areas. Fourteen Individual artists and three groups make up this year's sale. The Coastal Hills Quilters are celebrating their 20th year in the tour and have designated a quilt to be given away in a drawing. They are calling this quilt - "Twenty blocks for 20 years".

The following professional artists and crafters will have items for sale in the tour: **Bill Boyson**, ceramics and functional stoneware; **Coastal Hills Quilters** large beautiful 20th annual show & sale; **J & M Design**, jewelry and home décor; **Actually Paper Beads**: Linda Dorner & Aundrea Harris, paper beads & metal art; **Alice Flory**, paintings and cards; **Grand Ronde Art Guild** - 19th year, paintings in oils, watercolors, pastel, acrylic and pen & ink; **Rosemary Heuser**, repurposed sterling silver jewelry; **Larsen's Lavender & Bees**, handcrafted home and bath products; **Jerry Lehfelddt**, intarsia wood wall hangings and puzzles; **William Lindberg**, poetry and art books; **Reflections Photography**, professional photography by Debbie Lockwood; **Harry Long**, wooden lathe-turned gifts; **Lorri Maynard Fine Art Photography**, professional photography in prints, cards, paper and metal prints; **Russell Richards**, unique hand carved & painted walking sticks; **Jannie Tharp**, Advent Christmas books; and again this year, the Youth will be showing and selling their work with the **Art Conspiracy's Coastal Hills Student Art Show**.

The **Willamina Museum of Local History** will host the Tour's annual **Tea Room**. Tea and pastries will be served for a \$4.00 fee in an old fashioned setting in the museum and take time to marvel at the miniature works of **Gary Brooks** while there. The artists will be located in hosting businesses downtown Willamina. For more information Contact: Coordinator, Cris Darr at 503-876-3843.

Submitted by: Art Tour Publicity Coordinator, Ginny Wymore (503-435-9180)

Report Criteria:

Report type: GL detail

Check Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9794	09/18	09/05/2018	9794	4890 APRIL WOODEN	090118	1	10-13-5310	.00	50.00	50.00
Total 9794:										50.00
9795	09/18	09/05/2018	9795	430 ARAMARK UNIFORM SERVICES	863605447	1	10-66-5140	.00	11.76	11.76
09/18	09/05/2018	9795	430 ARAMARK UNIFORM SERVICES	863605447	863605447	2	20-11-5140	.00	3.46	3.46
09/18	09/05/2018	9795	430 ARAMARK UNIFORM SERVICES	863605447	863605447	3	30-11-5140	.00	19.36	19.36
09/18	09/05/2018	9795	430 ARAMARK UNIFORM SERVICES	863605447	863605447	4	40-11-5140	.00	34.58	34.58
Total 9795:										69.16
9796	09/18	09/05/2018	9796	700 BAKER AND TAYLOR BOOKS	4012292996	1	10-65-5913	.00	49.47	49.47
09/18	09/05/2018	9796	700 BAKER AND TAYLOR BOOKS	4012292996	4012292996	2	10-65-5100	.00	70.02	70.02
09/18	09/05/2018	9796	700 BAKER AND TAYLOR BOOKS	4012292996	4012292996	3	10-65-5106	.00	16.80	16.80
Total 9796:										136.29
9797	09/18	09/05/2018	9797	5678 Bob Burr	090118	1	10-13-5310	.00	50.00	50.00
Total 9797:										50.00
9798	09/18	09/05/2018	9798	1380 CARQUEST	072818	1	10-66-5137	.00	3.30	3.30
09/18	09/05/2018	9798	1380 CARQUEST	072818	072818	2	20-11-5137	.00	3.30	3.30
09/18	09/05/2018	9798	1380 CARQUEST	072818	072818	3	30-11-5137	.00	7.71	7.71
09/18	09/05/2018	9798	1380 CARQUEST	072818	072818	4	40-11-5137	.00	7.71	7.71
09/18	09/05/2018	9798	1380 CARQUEST	4758-170262	4758-170262	1	10-66-5137	.00	25.79	25.79
09/18	09/05/2018	9798	1380 CARQUEST	4758-170262	4758-170262	2	20-11-5137	.00	25.79	25.79
09/18	09/05/2018	9798	1380 CARQUEST	4758-170262	4758-170262	3	30-11-5137	.00	60.19	60.19
09/18	09/05/2018	9798	1380 CARQUEST	4758-170262	4758-170262	4	40-11-5137	.00	60.19	60.19
09/18	09/05/2018	9798	1380 CARQUEST	4758-170262	4758-170262	1	10-66-5137	.00	11.03	11.03

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
09/18	09/05/2018	9798	1380	CARQUEST	4758-170976	2	20-11-5137	.00	11.03	11.03
09/18	09/05/2018	9798	1380	CARQUEST	4758-170976	3	30-11-5137	.00	25.73	25.73
09/18	09/05/2018	9798	1380	CARQUEST	4758-170976	4	40-11-5137	.00	25.73	25.73
Total 9798:										267.50
9799										
09/18	09/05/2018	9799	1390	CASCADE COLUMBIA	729984	1	30-11-5108	.00	2,037.60	2,037.60
Total 9799:										2,037.60
9800										
09/18	09/05/2018	9800	890	CHARLENE BROWN	090118	1	10-67-5310	.00	200.00	200.00
Total 9800:										200.00
9801										
09/18	09/05/2018	9801	1130	CITY OF WILLAMINA	1182.01 8-15	1	30-11-5415	.00	98.60	98.60
09/18	09/05/2018	9801	1130	CITY OF WILLAMINA	2235.01 8-15	1	10-65-5415	.00	138.61	138.61
Total 9801:										237.21
9802										
09/18	09/05/2018	9802	5763	Claudio or Esther Grandjean	082918	1	30-10-4330	.00	111.46	111.46
Total 9802:										111.46
9803										
09/18	09/05/2018	9803	5677	Craig Johnson	090118	1	10-13-5310	.00	50.00	50.00
Total 9803:										50.00
9804										
09/18	09/05/2018	9804	1460	DAVISON AUTO PARTS, INC.	445332	1	40-11-5137	.00	41.74	41.74
Total 9804:										41.74
9805										
09/18	09/05/2018	9805	5767	Dormers Embroidery & Promotion	32802	1	10-13-5355	.00	70.00	70.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9805:										
9806	09/18	09/05/2018	5770	Gerry Butler	082918	1	10-65-5106	.00	150.00	150.00
Total 9806:										
9807	09/18	09/05/2018	5750	Ginny Wynore	090118	1	10-13-5310	.00	50.00	50.00
Total 9807:										
9808	09/18	09/05/2018	5708	HRA VEB A Trust	090118	1	10-70-5040	.00	450.00	450.00
9808	09/18	09/05/2018	5706	HRA VEB A Trust	090118	2	10-71-5040	.00	375.00	375.00
9808	09/18	09/05/2018	5706	HRA VEB A Trust	090118	3	10-65-5040	.00	150.00	150.00
9808	09/18	09/05/2018	5708	HRA VEB A Trust	090118	4	30-11-5040	.00	75.00	75.00
9808	09/18	09/05/2018	5706	HRA VEB A Trust	090118	5	40-11-5040	.00	300.00	300.00
Total 9808:										
9809	09/18	09/05/2018	2260	ILA SKYBERG	090118	1	10-13-5310	.00	100.00	100.00
Total 9809:										
9810	09/18	09/05/2018	5733	Jared Nunley	090118	1	40-11-5200	.00	500.00	500.00
Total 9810:										
9811	09/18	09/05/2018	5769	Judy Reynolds	083118	1	40-00-2400	.00	2.91	2.91
Total 9811:										
9812	09/18	09/05/2018	5768	Knife River	25149	1	20-31-5909	.00	50,000.00	50,000.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
09/18	09/05/2018	9812	5768	Knife River	25149	2	20-11-5522	.00	11,350.59	11,350.59
Total 9812:										
								.00		61,350.59
9813										
09/18	09/05/2018	9813	2670	LOCAL 737 - LABORERS INTL U	090118	1	10-00-2130	.00	190.20	190.20
Total 9813:										
								.00		190.20
9814										
09/18	09/05/2018	9814	3320	OREGON ASSOCIATION OF WA	25180	1	30-11-5320	.00	192.73	192.73
09/18	09/05/2018	9814	3320	OREGON ASSOCIATION OF WA	25180	2	40-11-5320	.00	192.73	192.73
Total 9814:										
								.00		385.46
9815										
09/18	09/05/2018	9815	5744	Patty Brooks	082918	1	30-10-4330	.00	99.68	99.68
Total 9815:										
								.00		99.68
9816										
09/18	09/05/2018	9816	5659	Petty Cash	090418	1	10-12-5126	.00	17.00	17.00
09/18	09/05/2018	9816	5659	Petty Cash	090418	2	10-12-5137	.00	155.59	155.59
09/18	09/05/2018	9816	5659	Petty Cash	090418	3	10-66-5137	.00	39.90	39.90
Total 9816:										
								.00		212.49
9817										
09/18	09/05/2018	9817	3590	PGE	082418	1	40-11-5415	.00	2,315.72	2,315.72
09/18	09/05/2018	9817	3590	PGE	082418	2	10-67-5415	.00	106.00	106.00
09/18	09/05/2018	9817	3590	PGE	082418	3	10-12-5415	.00	272.03	272.03
09/18	09/05/2018	9817	3590	PGE	082418	4	30-11-5415	.00	2,935.09	2,935.09
09/18	09/05/2018	9817	3590	PGE	082418	5	10-65-5415	.00	151.19	151.19
09/18	09/05/2018	9817	3590	PGE	082418	6	10-66-5415	.00	348.04	348.04
09/18	09/05/2018	9817	3590	PGE	082418	7	10-72-5415	.00	205.06	205.06
Total 9817:										
								.00		6,333.13

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9818										
09/18	09/05/2018	9818	3730	PRIMISYS	9952297	1	10-67-5233	.00	100.00	100.00
09/18	09/05/2018	9818	3730	PRIMISYS	9952297	2	10-67-5233	.00	350.00	350.00
09/18	09/05/2018	9818	3730	PRIMISYS	9952297	3	10-12-5233	.00	550.00	550.00
09/18	09/05/2018	9818	3730	PRIMISYS	9952297	4	10-12-5234	.00	400.00	400.00
Total 9818:										1,400.00
9819										
09/18	09/05/2018	9819	810	RITA BALLER	090118	1	10-13-5310	.00	50.00	50.00
Total 9819:										50.00
9820										
09/18	09/05/2018	9820	5694	Select Portfolio Servicing, Inc.	082918	1	30-10-4330	.00	100.44	100.44
Total 9820:										100.44
9821										
09/18	09/05/2018	9821	4160	SKYBERG'S	083118	1	10-12-5504	.00	55.71	55.71
09/18	09/05/2018	9821	4160	SKYBERG'S	083118	2	10-66-5137	.00	60.43	60.43
09/18	09/05/2018	9821	4160	SKYBERG'S	083118	3	10-66-5504	.00	378.84	378.84
09/18	09/05/2018	9821	4160	SKYBERG'S	083118	4	10-72-5137	.00	372.55	372.55
09/18	09/05/2018	9821	4160	SKYBERG'S	083118	5	30-11-5137	.00	85.01	85.01
09/18	09/05/2018	9821	4160	SKYBERG'S	083118	6	10-18-5137	.00	10.99	10.99
Total 9821:										983.53
9822										
09/18	09/05/2018	9822	5635	SOLUTIONS YES	INV157852	1	10-65-5137	.00	59.77	59.77
09/18	09/05/2018	9822	5635	SOLUTIONS YES	INV157852	2	10-12-5230	.00	115.05	115.05
Total 9822:										174.82
9823										
09/18	09/05/2018	9823	5516	The Bulletin Board	2844	1	10-12-5230	.00	15.00	15.00
Total 9823:										15.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9824	09/18	09/05/2018	9824	4540 THERESA MCKNIGHT	090118	1	10-13-5310	.00	50.00	50.00
Total 9824:										
9825	09/18	09/05/2018	9825	5551 Wright Business Graphics	4206684	1	30-11-5230	.00	293.55	293.55
09/18	09/05/2018	9825	5551	Wright Business Graphics	4206684	2	40-11-5230	.00	293.54	293.54
Total 9825:										
9826	09/18	09/05/2018	9826	5150 YAMHILL COUNTY SHERIFF'S O	090118	1	10-18-5217	.00	16,621.42	16,621.42
Total 9826:										
9827	09/18	09/11/2018	9827	110 A&E SAFE AND ALARM CO.	163185	1	10-12-5413	.00	3,987.29	3,987.29
09/18	09/11/2018	9827	110	A&E SAFE AND ALARM CO.	163185	2	10-65-5413	.00	1,286.78	1,286.78
09/18	09/11/2018	9827	110	A&E SAFE AND ALARM CO.	163185	3	10-67-5413	.00	1,286.78	1,286.78
09/18	09/11/2018	9827	110	A&E SAFE AND ALARM CO.	163321	1	30-11-5200	.00	59.85	59.85
Total 9827:										
9828	09/18	09/11/2018	9828	700 BAKER AND TAYLOR BOOKS	4012302393	1	10-65-5100	.00	37.75	37.75
09/18	09/11/2018	9828	700	BAKER AND TAYLOR BOOKS	4012302393	2	10-65-5106	.00	94.43	94.43
09/18	09/11/2018	9828	700	BAKER AND TAYLOR BOOKS	4012302393	3	10-65-5913	.00	41.14	41.14
Total 9828:										
9829	09/18	09/11/2018	9829	940 CASELLE, INC.	90286	1	10-12-5235	.00	1,200.00	1,200.00
Total 9829:										
9830	09/18	09/11/2018	9830	990 CHEMEKETA COMMUNITY COL	S1026091	1	10-65-5126	.00	106.88	106.88

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9830:										
9831	09/18	09/11/2018	5771	City of Hood River	091118	1	31-80-6000	.00	5,250.00	5,250.00
09/18	09/11/2018	9831	5771	City of Hood River	091118	2	30-11-5600	.00	2,250.00	2,250.00
Total 9831:										
9832	09/18	09/11/2018	9832	1135 CITY OF YAMHILL	319	1	10-14-5211	.00	250.00	250.00
Total 9832:										
9833	09/18	09/11/2018	9833	1760 FERGUSON ENTERPRISES, IN	678654	1	30-11-5530	.00	643.11	643.11
Total 9833:										
9834	09/18	09/11/2018	9834	2040 HACH	11114047	1	30-11-5600	.00	2,238.35	2,238.35
09/18	09/11/2018	9834	2040	HACH	11114049	1	30-11-5600	.00	1,291.14	1,291.14
09/18	09/11/2018	9834	2040	HACH	11118862	1	30-11-5600	.00	4,191.40	4,191.40
Total 9834:										
9835	09/18	09/11/2018	9835	5773 Hector Arenas or Margarita Rang	091118	1	30-10-4331	.00	90.89	90.89
Total 9835:										
9836	09/18	09/11/2018	9836	5772 Jennifer Clark	091118	1	30-00-2300	.00	65.00	65.00
09/18	09/11/2018	9836	5772	Jennifer Clark	091118	2	40-00-2400	.00	90.00	90.00
Total 9836:										
9837	09/18	09/11/2018	9837	2520 KATHY TAYLOR CONSULTING	083118	1	10-12-5200	.00	814.20	814.20

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9837:										
9838	09/18	09/11/2018	9838	2610 LOCAL GOVERNMENT PERSON	091018	1	10-12-5342	.00	150.00	150.00
Total 9838:										
9839	09/18	09/11/2018	9839	2690 LOWES	083118	1	10-12-5600	.00	270.86	270.86
Total 9839:										
9840	09/18	09/11/2018	9840	3300 ONE CALL CONCEPTS, INC.	8080517	1	30-11-5200	.00	34.40	34.40
Total 9840:										
9841	09/18	09/11/2018	9841	3590 PGE	090618	1	10-19-5400	.00	1,589.35	1,589.35
Total 9841:										
9842	09/18	09/11/2018	9842	3700 POSEYLAND FLORIST	104988	1	10-13-5355	.00	140.00	140.00
Total 9842:										
9843	09/18	09/11/2018	9843	3740 PRINT NW	19760	1	10-12-5230	.00	73.00	73.00
Total 9843:										
9844	09/18	09/11/2018	9844	3820 RECOLOGY WESTERN OREGO	9793373	1	10-66-5415	.00	27.57	27.57
9844	09/18	09/11/2018	9844	3820 RECOLOGY WESTERN OREGO	9793381	1	10-12-5415	.00	36.34	36.34
9844	09/18	09/11/2018	9844	3820 RECOLOGY WESTERN OREGO	9793670	1	30-11-5415	.00	2.70	2.70
9844	09/18	09/11/2018	9844	3820 RECOLOGY WESTERN OREGO	9793688	1	10-65-5415	.00	19.28	19.28
9844	09/18	09/11/2018	9844	3820 RECOLOGY WESTERN OREGO	9793696	1	10-72-5415	.00	154.84	154.84

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9844:										
9845	09/18	09/11/2018	9845	4110 SHELTON OIL COMPANY	33972	1	40-11-5120	.00	151.08	151.08
	09/18	09/11/2018	9845	4110 SHELTON OIL COMPANY	33972	2	10-66-5120	.00	164.40	164.40
	09/18	09/11/2018	9845	4110 SHELTON OIL COMPANY	33972	3	10-72-5120	.00	188.00	188.00
	09/18	09/11/2018	9845	4110 SHELTON OIL COMPANY	33972	4	30-11-5120	.00	231.29	231.29
	09/18	09/11/2018	9845	4110 SHELTON OIL COMPANY	33972	5	10-18-5120	.00	88.68	88.68
	09/18	09/11/2018	9845	4110 SHELTON OIL COMPANY	33972	6	20-11-5120	.00	123.14	123.14
Total 9845:										
9846	09/18	09/11/2018	9846	5740 Thomas Holt	091018	1	10-12-5209	.00	400.00	400.00
Total 9846:										
9847	09/18	09/11/2018	9847	4720 USPS	090718	1	10-12-5126	.00	500.00	500.00
Total 9847:										
9848	09/18	09/11/2018	9848	4960 WATERLAB CORP.	75497	1	30-11-5250	.00	205.00	205.00
Total 9848:										
9849	09/18	09/11/2018	9849	5739 World Book Inc.	1576875	1	10-65-5100	.00	457.10	457.10
Total 9849:										
9850	09/18	09/11/2018	9850	5020 XEROX	94425204	1	10-12-5606	.00	165.97	165.97
Total 9850:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9851										
09/18	09/11/2018	9851	2440	KELLER ASSOCIATES, INC.	15 SEWER	1	40-11-5204	.00	1,648.75	1,648.75
09/18	09/11/2018	9851	2440	KELLER ASSOCIATES, INC.	2 SCA GRAN	1	20-81-5909	.00	2,494.00	2,494.00
09/18	09/11/2018	9851	2440	KELLER ASSOCIATES, INC.	28 WATER	1	30-11-5204	.00	1,550.00	1,550.00
09/18	09/11/2018	9851	2440	KELLER ASSOCIATES, INC.	28 WATER	2	30-11-5204	.00	4,620.00	4,620.00
09/18	09/11/2018	9851	2440	KELLER ASSOCIATES, INC.		1	31-80-6000	.00	1,560.00	1,560.00
Total 9851:									.00	11,872.75
9852										
09/18	09/11/2018	9852	4700	US BANK	082018	1	10-72-5140	.00	45.00	45.00
09/18	09/11/2018	9852	4700	US BANK	082018	2	10-12-5200	.00	72.64	72.64
09/18	09/11/2018	9852	4700	US BANK	082018	3	10-12-5504	.00	467.45	467.45
09/18	09/11/2018	9852	4700	US BANK	082018	4	10-66-5504	.00	501.34	501.34
09/18	09/11/2018	9852	4700	US BANK	082018	5	10-12-5137	.00	122.43	122.43
09/18	09/11/2018	9852	4700	US BANK	082018	6	30-11-5344	.00	2.00	2.00
09/18	09/11/2018	9852	4700	US BANK	082018	7	10-12-5342	.00	44.28	44.28
Total 9852:									.00	1,255.14
9853										
09/18	09/19/2018	9853	430	ARAMARK UNIFORM SERVICES	21104236	1	10-72-5140	.00	95.98	95.98
09/18	09/19/2018	9853	430	ARAMARK UNIFORM SERVICES	863615622	1	10-66-5140	.00	12.78	12.78
09/18	09/19/2018	9853	430	ARAMARK UNIFORM SERVICES	863615622	2	20-11-5140	.00	3.76	3.76
09/18	09/19/2018	9853	430	ARAMARK UNIFORM SERVICES	863615622	3	30-11-5140	.00	21.06	21.06
09/18	09/19/2018	9853	430	ARAMARK UNIFORM SERVICES	863615622	4	40-11-5140	.00	37.60	37.60
09/18	09/19/2018	9853	430	ARAMARK UNIFORM SERVICES	863625854	1	10-66-5140	.00	12.78	12.78
09/18	09/19/2018	9853	430	ARAMARK UNIFORM SERVICES	863625854	2	20-11-5140	.00	3.76	3.76
09/18	09/19/2018	9853	430	ARAMARK UNIFORM SERVICES	863625854	3	30-11-5140	.00	21.06	21.06
09/18	09/19/2018	9853	430	ARAMARK UNIFORM SERVICES	863625854	4	40-11-5140	.00	37.60	37.60
Total 9853:									.00	246.38
9854										
09/18	09/19/2018	9854	720	BEERY, ELSNER & HAMMOND	18035	1	10-12-5203	.00	721.50	721.50
Total 9854:									.00	721.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9855										
09/18	09/19/2018	9855	1460	DAVISON AUTO PARTS, INC.	446292	1	10-72-5137	.00	4.77	4.77
09/18	09/19/2018	9855	1460	DAVISON AUTO PARTS, INC.	446343	1	10-72-5137	.00	3.88	3.88
09/18	09/19/2018	9855	1460	DAVISON AUTO PARTS, INC.	446852	1	10-18-5504	.00	131.49	131.49
09/18	09/19/2018	9855	1460	DAVISON AUTO PARTS, INC.	446879	1	10-18-5504	.00	15.95	15.95
	Total 9855:							.00		156.09
9856										
09/18	09/19/2018	9856	1760	FERGUSON ENTERPRISES, IN	693994	1	30-11-5530	.00	954.20	954.20
	Total 9856:							.00		954.20
9857										
09/18	09/19/2018	9857	5702	Kiwanis	091118	1	10-12-5320	.00	123.00	123.00
	Total 9857:							.00		123.00
9858										
09/18	09/19/2018	9858	2900	MID-WILLAMETTE VALLEY COU	1819095	1	10-17-5214	.00	1,874.91	1,874.91
	Total 9858:							.00		1,874.91
9859										
09/18	09/19/2018	9859	3490	PACIFIC REFLEX SIGNS	187379	1	20-11-5523	.00	132.48	132.48
	Total 9859:							.00		132.48
9860										
09/18	09/19/2018	9860	4360	SUMCO EXCAVATING INC	10350	1	30-11-5531	.00	1,000.00	1,000.00
	Total 9860:							.00		1,000.00
9861										
09/18	09/19/2018	9861	2920	TOM NICKERSON	091018	1	20-11-5504	.00	245.00	245.00
	Total 9861:							.00		245.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9862	09/18	09/19/2018	9862	5647 US BANK EQUIPMENT FINANC	366405181	1	10-12-5606	.00	450.58	450.58
	09/18	09/19/2018	9862	5647 US BANK EQUIPMENT FINANC	366405181	2	10-65-5606	.00	255.14	255.14
Total 9862:										705.72
9863	09/18	09/19/2018	9863	4950 West Valley Community Campus	091118	1	10-12-5320	.00	150.00	150.00
Total 9863:										150.00
9864	09/18	09/19/2018	9864	4070 WILLAMINA SELECT MARKET	090918	1	10-72-5137	.00	87.01	87.01
Total 9864:										87.01
9865	09/18	09/19/2018	9865	5130 YAMHILL COMMUNICATIONS A	FY19-04-WIL	1	10-18-5302	.00	2,007.25	2,007.25
Total 9865:										2,007.25
9866	09/18	09/25/2018	9866	310 AMAZON	091018	1	10-12-5500	.00	82.99	82.99
	09/18	09/25/2018	9866	310 AMAZON	091018	2	10-12-5137	.00	292.29	292.29
	09/18	09/25/2018	9866	310 AMAZON	091018	3	10-65-5137	.00	61.54	61.54
	09/18	09/25/2018	9866	310 AMAZON	091018	4	10-65-5100	.00	317.03	317.03
	09/18	09/25/2018	9866	310 AMAZON	091018	5	10-65-5106	.00	52.57	52.57
	09/18	09/25/2018	9866	310 AMAZON	091018	6	10-65-5101	.00	8.99	8.99
	09/18	09/25/2018	9866	310 AMAZON	091018	7	10-65-5102	.00	55.72	55.72
	09/18	09/25/2018	9866	310 AMAZON	091018	8	10-65-5233	.00	449.99	449.99
	09/18	09/25/2018	9866	310 AMAZON	091018	9	10-65-5112	.00	19.96	19.96
	09/18	09/25/2018	9866	310 AMAZON	091018	10	30-11-5137	.00	68.91	68.91
Total 9866:										1,409.99
9867	09/18	09/25/2018	9867	5774 Andrew Jepson	092518	1	10-13-5350	.00	150.00	150.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9867:										
9868	09/18	09/25/2018	9868	430	ARAMARK UNIFORM SERVICES	863636029	1	10-66-5140	.00	150.00
09/18	09/25/2018	9868	430	ARAMARK UNIFORM SERVICES	863636029	2	20-11-5140	.00	12.78	12.78
09/18	09/25/2018	9868	430	ARAMARK UNIFORM SERVICES	863636029	3	30-11-5140	.00	3.76	3.76
09/18	09/25/2018	9868	430	ARAMARK UNIFORM SERVICES	863636029	4	40-11-5140	.00	21.06	21.06
Total 9868:										
9869	09/18	09/25/2018	9869	5776	Biscuit and Pickles Catering	244	1	10-13-5350	.00	500.00
09/18	09/25/2018	9869	5776	Biscuit and Pickles Catering	244	2	10-13-5307	.00	441.00	441.00
09/18	09/25/2018	9869	5776	Biscuit and Pickles Catering	244	3	10-13-5307	.00	50.00	50.00
Total 9869:										
9870	09/18	09/25/2018	9870	1380	CARQUEST	4758-172896	1	30-11-5504	.00	249.58
Total 9870:										
9871	09/18	09/25/2018	9871	1020	CENTURYLINK	091118	1	10-12-5413	.00	354.57
09/18	09/25/2018	9871	1020	CENTURYLINK	091118	2	10-66-5413	.00	14.85	14.85
09/18	09/25/2018	9871	1020	CENTURYLINK	091118	3	10-65-5413	.00	86.53	86.53
09/18	09/25/2018	9871	1020	CENTURYLINK	091118	4	10-67-5413	.00	10.93-	10.93-
09/18	09/25/2018	9871	1020	CENTURYLINK	091118	5	20-11-5413	.00	29.71	29.71
09/18	09/25/2018	9871	1020	CENTURYLINK	091118	6	30-11-5413	.00	215.18	215.18
09/18	09/25/2018	9871	1020	CENTURYLINK	091118	7	40-11-5413	.00	258.90	258.90
Total 9871:										
9872	09/18	09/25/2018	9872	3350	DEPARTMENT OF ENVIRONME	WQDFC18-0	1	30-11-5320	.00	948.81
Total 9872:										
										985.00
										985.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9873	09/18 09/25/2018	9873	2160	HONEY BUCKET	550802997	1	10-66-5200	.00	106.00	106.00
09/18 09/25/2018	9873	9873	2160	HONEY BUCKET	550802998	1	10-66-5200	.00	106.00	106.00
09/18 09/25/2018	9873	9873	2160	HONEY BUCKET	550802999	1	10-68-5510	.00	106.00	106.00
Total 9873:									.00	318.00
9874	09/18 09/25/2018	9874	2800	MILAN L MILLER	092518	1	30-00-2300	.00	65.00	65.00
09/18 09/25/2018	9874	9874	2800	MILAN L MILLER	092518	2	40-00-2400	.00	90.00	90.00
Total 9874:									.00	155.00
9875	09/18 09/25/2018	9875	4230	SPRINT	569622313-2	1	10-18-5413	.00	48.10	48.10
09/18 09/25/2018	9875	9875	4230	SPRINT	569622313-2	2	10-12-5413	.00	11.53	11.53
09/18 09/25/2018	9875	9875	4230	SPRINT	569622313-2	3	10-66-5413	.00	47.49	47.49
09/18 09/25/2018	9875	9875	4230	SPRINT	569622313-2	4	20-11-5413	.00	2.77	2.77
09/18 09/25/2018	9875	9875	4230	SPRINT	569622313-2	5	30-11-5413	.00	61.79	61.79
09/18 09/25/2018	9875	9875	4230	SPRINT	569622313-2	6	40-11-5413	.00	60.87	60.87
Total 9875:									.00	230.55
9876	09/18 09/25/2018	9876	5626	STATE OF OR-ADMIN SERVICE	092118	1	10-72-5600	.00	250.00	250.00
09/18 09/25/2018	9876	9876	5626	STATE OF OR-ADMIN SERVICE	092118	2	30-11-5600	.00	400.00	400.00
09/18 09/25/2018	9876	9876	5626	STATE OF OR-ADMIN SERVICE	092118	3	40-11-5600	.00	400.00	400.00
Total 9876:									.00	1,050.00
9877	09/18 09/25/2018	9877	4700	US BANK	091818	1	10-12-5504	.00	1,390.68	1,390.68
09/18 09/25/2018	9877	9877	4700	US BANK	091818	2	10-72-5342	.00	813.92	813.92
09/18 09/25/2018	9877	9877	4700	US BANK	091818	3	10-12-5342	.00	465.00	465.00
09/18 09/25/2018	9877	9877	4700	US BANK	091818	4	10-18-5137	.00	169.96	169.96
09/18 09/25/2018	9877	9877	4700	US BANK	091818	5	10-12-5200	.00	72.64	72.64
09/18 09/25/2018	9877	9877	4700	US BANK	091818	6	20-11-5137	.00	355.90	355.90

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9877:										
								.00		3,268.10
9878	09/18	09/25/2018	9878	4590 USABUEBOOK	687100	1	30-80-6001	.00	1,784.75	1,784.75
Total 9878:										
								.00		1,784.75
9879	09/18	09/25/2018	9879	5775 Wade Reilly	092518	1	30-00-2300	.00	2.79	2.79
Total 9879:										
								.00		2.79
Grand Totals:										
								.00		157,605.91

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	10.93	49,963.48	49,952.55-
10-00-2130	190.20	.00	190.20
10-12-5126	517.00	.00	517.00
10-12-5137	570.31	.00	570.31
10-12-5200	959.48	.00	959.48
10-12-5203	721.50	.00	721.50
10-12-5209	400.00	.00	400.00
10-12-5230	203.05	.00	203.05
10-12-5233	550.00	.00	550.00
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	273.00	.00	273.00
10-12-5342	659.28	.00	659.28
10-12-5413	4,353.39	.00	4,353.39
10-12-5415	308.37	.00	308.37
10-12-5504	1,913.84	.00	1,913.84
10-12-5600	353.85	.00	353.85
10-12-5606	616.55	.00	616.55

GL Account	Debit	Credit	Proof
10-13-5307	491.00	.00	491.00
10-13-5310	400.00	.00	400.00
10-13-5350	650.00	.00	650.00
10-13-5355	210.00	.00	210.00
10-14-5211	250.00	.00	250.00
10-17-5214	1,874.91	.00	1,874.91
10-18-5120	88.68	.00	88.68
10-18-5137	180.95	.00	180.95
10-18-5217	16,621.42	.00	16,621.42
10-18-5302	2,007.25	.00	2,007.25
10-18-5413	46.10	.00	46.10
10-18-5504	147.44	.00	147.44
10-19-5400	1,589.35	.00	1,589.35
10-65-5040	150.00	.00	150.00
10-65-5100	881.90	.00	881.90
10-65-5101	8.99	.00	8.99
10-65-5102	55.72	.00	55.72
10-65-5106	313.80	.00	313.80
10-65-5112	19.96	.00	19.96
10-65-5126	106.88	.00	106.88
10-65-5137	121.31	.00	121.31
10-65-5233	449.99	.00	449.99
10-65-5413	1,373.31	.00	1,373.31
10-65-5415	309.08	.00	309.08
10-65-5606	255.14	.00	255.14
10-65-5913	90.61	.00	90.61
10-66-5120	164.40	.00	164.40
10-66-5137	140.45	.00	140.45
10-66-5140	50.10	.00	50.10
10-66-5200	212.00	.00	212.00
10-66-5413	62.34	.00	62.34
10-66-5415	375.61	.00	375.61
10-66-5504	880.18	.00	880.18
10-67-5233	450.00	.00	450.00
10-67-5310	200.00	.00	200.00
10-67-5413	1,286.78	10.93-	1,275.85
10-67-5415	106.00	.00	106.00
10-68-5510	106.00	.00	106.00
10-70-5040	450.00	.00	450.00
10-71-5040	375.00	.00	375.00

GL Account	Debit	Credit	Proof
10-72-5120	188.00	.00	188.00
10-72-5137	468.21	.00	468.21
10-72-5140	140.98	.00	140.98
10-72-5342	813.92	.00	813.92
10-72-5415	359.90	.00	359.90
10-72-5600	250.00	.00	250.00
20-00-2000	.00	64,788.45	64,788.45
20-11-5120	123.14	.00	123.14
20-11-5137	396.02	.00	396.02
20-11-5140	14.74	.00	14.74
20-11-5413	32.48	.00	32.48
20-11-5504	245.00	.00	245.00
20-11-5522	11,350.59	.00	11,350.59
20-11-5523	132.48	.00	132.48
20-81-5909	52,494.00	.00	52,494.00
30-00-2000	.00	29,467.66	29,467.66
30-00-2300	132.79	.00	132.79
30-10-4330	311.58	.00	311.58
30-10-4331	90.89	.00	90.89
30-11-5040	75.00	.00	75.00
30-11-5108	2,037.60	.00	2,037.60
30-11-5120	231.29	.00	231.29
30-11-5137	247.55	.00	247.55
30-11-5140	82.54	.00	82.54
30-11-5200	94.25	.00	94.25
30-11-5204	6,170.00	.00	6,170.00
30-11-5230	293.55	.00	293.55
30-11-5250	205.00	.00	205.00
30-11-5320	1,177.73	.00	1,177.73
30-11-5344	2.00	.00	2.00
30-11-5413	276.97	.00	276.97
30-11-5415	3,036.39	.00	3,036.39
30-11-5504	249.58	.00	249.58
30-11-5530	1,597.31	.00	1,597.31
30-11-5531	1,000.00	.00	1,000.00
30-11-5600	10,370.89	.00	10,370.89
30-80-5001	1,784.75	.00	1,784.75
31-00-2000	.00	6,810.00	6,810.00
31-80-5000	6,810.00	.00	6,810.00
40-00-2000	.00	6,587.25	6,587.25

GL Account	Debit	Credit	Proof
40-00-2400	182.91	.00	182.91
40-11-5040	300.00	.00	300.00
40-11-5120	151.08	.00	151.08
40-11-5137	135.37	.00	135.37
40-11-5140	147.38	.00	147.38
40-11-5200	500.00	.00	500.00
40-11-5204	1,648.75	.00	1,648.75
40-11-5230	293.54	.00	293.54
40-11-5320	192.73	.00	192.73
40-11-5413	319.77	.00	319.77
40-11-5415	2,315.72	.00	2,315.72
40-11-5600	400.00	.00	400.00
Grand Totals:	157,627.77	157,627.77-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

CITY OF WILLAMINA
COMBINED CASH INVESTMENT
SEPTEMBER 30, 2018

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	(161,047.12)
99-00-1015	XPRESS DEPOSIT ACCOUNT		8,920.17
99-00-1020	PAYROLL - CHECKING		5,653.11
99-00-1030	INVESTMENTS-LGIP		68,810.46
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT		.38
			<hr/>
	TOTAL COMBINED CASH	(77,663.00)
99-00-1900	COURT CASH CLEARING	(100.00)
99-00-1910	MERCHANT SERVICES CLEARING		126.79
99-00-1009	CASH ALLOCATED		77,636.21
			<hr/>
	TOTAL UNALLOCATED CASH		.00
			<hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	(112,278.95)
20	ALLOCATION TO STREET FUND	(59,722.82)
21	ALLOCATION TO STREET SDC FUND		6,000.00
30	ALLOCATION TO WATER FUND	(8,196.16)
31	ALLOCATION TO WATER SDC FUND	(6,414.75)
40	ALLOCATION TO WASTEWATER FUND		103,914.49
41	ALLOCATION TO WASTEWATER SDC FUND	(938.02)
			<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	(77,636.21)
	ALLOCATION FROM GENERAL FUND - 99-00-1009		77,636.21
			<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE		.00
			<hr/>

CITY OF WILLAMINA
BALANCE SHEET
SEPTEMBER 30, 2018

GENERAL FUND

<u>ASSETS</u>		
10-00-1009	CASH ALLOCATED	(112,278.95)
10-00-1200	ACCOUNTS RECEIVABLE	(4,156.93)
TOTAL ASSETS		(116,435.88)
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
10-00-2000	ACCOUNTS PAYABLE	(13,671.51)
10-00-2130	UNION DUES PAYABLE	(190.12)
10-00-2140	PERS PAYABLE	1,485.80
TOTAL LIABILITIES		(12,375.83)
<u>FUND EQUITY</u>		
REVENUE OVER EXPENDITURES - YTD		(104,060.05)
BALANCE - CURRENT DATE		(104,060.05)
TOTAL FUND EQUITY		(104,060.05)
TOTAL LIABILITIES AND EQUITY		(116,435.88)

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	278,548.00	278,548.00	.0
10-10-4001 PROPERTY TAX	501.75	5,016.33	369,000.00	363,983.67	1.4
10-10-4002 PROPERTY TAX PRIOR	7,891.05	9,239.05	10,000.00	760.95	92.4
10-10-4003 INTEREST ON TAXES	15.42	78.71	75.00	(3.71)	105.0
10-10-4110 STATE CIGARETTE TAX	260.16	476.11	1,800.00	1,323.89	26.5
10-10-4111 STATE REVENUE SHARING	.00	5,919.48	24,000.00	18,080.52	24.7
10-10-4112 STATE LIQUOR TAX	2,810.74	8,057.79	32,000.00	23,942.21	25.2
10-10-4113 STATE MARIJUANA TAX	1,442.12	1,442.12	5,000.00	3,557.88	28.8
10-10-4501 BUSINESS LICENSES	35.00	105.00	3,500.00	3,395.00	3.0
10-10-4511 LIEN SEARCHES	104.00	444.00	1,000.00	556.00	44.4
10-10-4571 OLCC LICENSE FEE	.00	.00	200.00	200.00	.0
10-10-4600 FRANCHISE FEES CENTURYLINK	.00	173.72	1,500.00	1,326.28	11.6
10-10-4601 FRANCHISE FEES NW NATURAL	.00	.00	13,000.00	13,000.00	.0
10-10-4602 FRANCHISE FEES PGE	.00	.00	62,000.00	62,000.00	.0
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	.00	8,000.00	8,000.00	.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	984.01	1,621.15	5,200.00	3,578.85	31.2
10-10-4605 FRANCHISE FEES ONLINENW	1,087.06	1,087.06	2,000.00	912.94	54.4
10-10-4701 RENT - CENTER MARKET	800.00	800.00	2,000.00	1,200.00	40.0
10-10-4816 DONATIONS	.00	.00	3,000.00	3,000.00	.0
10-10-4900 INTEREST INCOME	2,201.46	6,627.60	15,000.00	8,372.40	44.2
10-10-4901 MISCELLANEOUS INCOME	11.00	72.75	1,000.00	927.25	7.3
TOTAL DEPARTMENT 10	18,143.77	41,160.87	837,823.00	796,662.13	4.9
COURT					
10-14-4507 COURT FINES AND FEES	335.00	984.00	1,500.00	516.00	65.6
10-14-4508 COURT COSTS ASSESSED	.00	.00	100.00	100.00	.0
TOTAL COURT	335.00	984.00	1,600.00	616.00	61.5
PLANNING					
10-17-4583 PLANNING FEES	.00	.00	10,000.00	10,000.00	.0
10-17-4584 ENGINEERING FEES PLANNING	.00	.00	500.00	500.00	.0
10-17-4585 DEVELOPMENT FEES PLANNING	950.00	2,150.00	.00	(2,150.00)	.0
TOTAL PLANNING	950.00	2,150.00	10,500.00	8,350.00	20.5
PUBLIC SAFETY					
10-18-4200 CODE ENFORCEMENT FINES	.00	.00	2,500.00	2,500.00	.0
10-18-4506 PUBLIC SAFETY FEE	.00	.00	50,000.00	50,000.00	.0
TOTAL PUBLIC SAFETY	.00	.00	52,500.00	52,500.00	.0

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	1,562.79	4,738.66	19,000.00	14,261.34	24.9
10-19-4823 UTILITY FEE	791.67	2,375.01	9,500.00	7,124.99	25.0
TOTAL STREET LIGHTS	2,354.46	7,113.67	28,500.00	21,386.33	25.0
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	.00	8,341.00	8,341.00	.0
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	25,000.00	25,000.00	.0
TOTAL SPECIAL	.00	.00	33,341.00	33,341.00	.0
<u>LIBRARY</u>					
10-65-4560 FINES	15.85	267.40	900.00	632.60	29.7
10-65-4705 CCRLS FORMULA PAYMENT	.00	.00	18,000.00	18,000.00	.0
10-65-4708 CCRLS LOST BOOK	.00	20.00	200.00	180.00	10.0
10-65-4714 CCRLS RURAL PATRON	.00	27.57	.00	27.57	.0
10-65-4811 READY TO READ GRANT	.00	.00	1,000.00	1,000.00	.0
10-65-4812 YOUTH COLLECTION GRANT	.00	3,000.00	3,000.00	.00	100.0
10-65-4816 DONATIONS	.00	80.00	100.00	20.00	80.0
10-65-4901 MISCELLANEOUS INCOME	40.00	208.00	300.00	92.00	69.3
TOTAL LIBRARY	55.85	3,602.97	23,500.00	19,897.03	15.3
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	1,500.00	1,500.00	.0
TOTAL CEMETERY	.00	.00	1,500.00	1,500.00	.0
<u>OR DEPT OF FISH & WILDLIFE</u>					
10-81-4814	.00	.00	1,000.00	1,000.00	.0
TOTAL DEPARTMENT 81	.00	.00	1,000.00	1,000.00	.0
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	1,750.00	5,250.00	21,000.00	15,750.00	25.0
10-90-9140 IN LIEU OF FRANCHISE FEE WW	1,575.00	4,725.00	18,900.00	14,175.00	25.0
TOTAL TRANSFER	3,325.00	9,975.00	39,900.00	29,925.00	25.0
TOTAL FUND REVENUE	25,164.08	64,986.51	1,030,164.00	965,177.49	6.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115 BANK CHARGES	112.09	415.28	1,800.00	1,384.72	23.1
10-12-5119 DISCREPENCIES	.00	.00	60.00	60.00	.0
10-12-5123 MERCHANT FEES	.00	.00	200.00	200.00	.0
10-12-5124 PAYROLL PROCESSING FEES	172.44	708.13	4,500.00	3,791.87	15.7
10-12-5126 POSTAGE	517.00	537.51	1,500.00	962.49	35.8
10-12-5137 SUPPLIES	828.88	4,109.54	12,000.00	7,890.46	34.3
10-12-5200 CONTRACT SERVICES	72.64	1,111.33	22,500.00	21,388.67	4.9
10-12-5201 AUDIT SERVICES	.00	.00	15,000.00	15,000.00	.0
10-12-5203 LEGAL SERVICES	721.50	721.50	11,000.00	10,278.50	6.6
10-12-5207 INSURANCE	.00	20,353.83	25,000.00	4,646.17	81.4
10-12-5209 CLEANING SERVICES	400.00	1,180.00	5,200.00	4,020.00	22.7
10-12-5230 PRINTING AND PUBLISHING	.00	692.11	5,000.00	4,307.89	13.8
10-12-5233 TECHNOLOGY SERVICES	50.00	2,013.00	12,000.00	9,987.00	16.8
10-12-5234 TECHNOLOGY BACK UP	400.00	1,200.00	5,500.00	4,300.00	21.8
10-12-5235 SOFTWARE MAINTENANCE	1,200.00	3,600.00	15,000.00	11,400.00	24.0
10-12-5320 DUES, LICENSE, PERMITS	273.00	2,524.12	6,000.00	3,475.88	42.1
10-12-5342 CONFERENCE/SEMINAR/TRAINING	822.48	951.76	5,000.00	4,048.24	19.0
10-12-5344 TRAVEL	.00	.00	1,000.00	1,000.00	.0
10-12-5355 MISCELLANEOUS EXPENSE	.00	.00	750.00	750.00	.0
10-12-5413 TELEPHONE	366.10	5,201.28	5,000.00	(201.28)	104.0
10-12-5415 UTILITIES	594.67	1,847.25	9,000.00	7,152.75	20.5
10-12-5504 REPAIRS - MAINTENANCE	1,511.29	3,092.62	8,000.00	4,907.38	38.7
10-12-5600 EQUIPMENT	82.99	1,174.68	3,500.00	2,325.32	33.6
10-12-5606 EQUIPMENT LEASE	616.55	1,159.43	6,000.00	4,840.57	19.3
TOTAL ADMIN	8,741.63	52,593.37	180,510.00	127,916.63	29.1
<u>COUNCIL</u>					
10-13-5307 COMMUNITY PROJECT	491.00	491.00	1,000.00	509.00	49.1
10-13-5310 STIPEND	400.00	1,200.00	5,000.00	3,800.00	24.0
10-13-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	3,500.00	3,500.00	.0
10-13-5344 TRAVEL	.00	.00	750.00	750.00	.0
10-13-5350 VOLUNTEER APPRECIATION	650.00	650.00	800.00	150.00	81.3
10-13-5355 COUNCIL EXPENSE	.00	439.25	1,000.00	560.75	43.9
TOTAL COUNCIL	1,541.00	2,780.25	12,050.00	9,269.75	23.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COURT</u>					
10-14-5105 BAD DEBT	.00	.00	100.00	100.00	.0
10-14-5211 MUNI COURT JUDGE	250.00	500.00	3,400.00	2,900.00	14.7
10-14-5306 STATE ASSESSMENT	56.00	109.00	1,500.00	1,391.00	7.3
10-14-5313 COUNTY JAIL ASSESSMENT	16.00	32.00	600.00	568.00	5.3
10-14-5320 DUES, LICENSE, PERMITS	.00	.00	200.00	200.00	.0
10-14-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00	.0
10-14-5344 TRAVEL	.00	.00	200.00	200.00	.0
TOTAL COURT	322.00	641.00	6,500.00	5,859.00	9.9
<u>PLANNING</u>					
10-17-5203 LEGAL - PLANNING	.00	.00	500.00	500.00	.0
10-17-5204 ENGINEERING SERVICES	850.00	850.00	10,000.00	9,150.00	8.5
10-17-5214 PLANNING SERVICES	1,874.91	2,740.66	40,000.00	37,259.34	6.9
10-17-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00	.0
TOTAL PLANNING	2,724.91	3,590.66	51,000.00	47,409.34	7.0
<u>PUBLIC SAFETY</u>					
10-18-5000 SALARY - WAGES	2,117.12	6,116.59	28,000.00	21,883.41	21.8
10-18-5020 PAYROLL TAX	164.08	474.04	2,800.00	2,325.96	16.9
10-18-5040 BENEFITS	5.90	17.70	25,300.00	25,282.30	.1
10-18-5060 PERS	150.85	340.83	1,800.00	1,459.17	18.9
10-18-5090 WORKERS COMP	1.51	4.75	300.00	295.25	1.6
10-18-5120 GAS - OIL	41.57	170.31	1,800.00	1,629.69	9.5
10-18-5137 SUPPLIES	169.96	200.42	1,000.00	799.58	20.0
10-18-5217 POLICE SERVICES CONTRACT	16,621.42	49,864.26	200,000.00	150,135.74	24.9
10-18-5302 DUES YCOM	4,014.50	8,029.00	25,000.00	16,971.00	32.1
10-18-5342 CONFERENCE/SEMINAR/TRAINING	200.00	200.00	500.00	300.00	40.0
10-18-5413 TELEPHONE	46.10	228.32	900.00	671.68	25.4
10-18-5504 REPAIRS - MAINTENANCE	147.44	147.44	2,000.00	1,852.56	7.4
TOTAL PUBLIC SAFETY	23,680.45	65,793.66	289,400.00	223,606.34	22.7
<u>STREET LIGHTS</u>					
10-19-5400 STREET LIGHTS	1,589.35	4,768.05	19,500.00	14,731.95	24.5
TOTAL STREET LIGHTS	1,589.35	4,768.05	19,500.00	14,731.95	24.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	.00	.00	25,000.00	25,000.00	.0
10-60-5900 EID TAX DISBURSEMENT	.00	.00	8,341.00	8,341.00	.0
TOTAL SPECIAL	.00	.00	33,341.00	33,341.00	.0
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	3,023.64	8,832.94	39,500.00	30,667.06	22.4
10-65-5020 PAYROLL TAX	229.46	668.68	3,950.00	3,281.32	16.9
10-65-5040 BENEFITS	1,338.76	4,016.28	19,500.00	15,483.72	20.6
10-65-5060 PERS	214.77	490.73	2,400.00	1,909.27	20.5
10-65-5090 WORKERS COMP	2.63	7.32	60.00	52.68	12.2
10-65-5100 BOOKS CHILDREN	396.02	1,493.27	2,200.00	706.73	67.9
10-65-5101 AUDIO VISUAL CHILDREN	8.99	45.77	800.00	754.23	5.7
10-65-5102 AUDIO VISUAL ADULT	55.72	233.58	800.00	566.42	29.2
10-65-5103 AUDIO VISUAL LOST REPLACEMENT	.00	.00	25.00	25.00	.0
10-65-5106 BOOKS ADULTS	336.56	626.71	2,200.00	1,573.29	28.5
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	100.00	100.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	.00	942.17	800.00	(142.17)	117.8
10-65-5112 SPECIAL PROGRAM ADULT	19.96	19.96	500.00	480.04	4.0
10-65-5126 POSTAGE	.00	106.88	150.00	43.12	71.3
10-65-5137 SUPPLIES	61.54	406.46	2,200.00	1,793.54	18.5
10-65-5200 CONTRACT SERVICES	.00	86.70	800.00	713.30	10.8
10-65-5209 CLEANING SERVICES	.00	.00	100.00	100.00	.0
10-65-5233 TECHNOLOGY SERVICES	449.99	449.99	1,750.00	1,300.01	25.7
10-65-5320 DUES, LICENSE, PERMITS	.00	.00	550.00	550.00	.0
10-65-5321 SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
10-65-5342 CONFERENCE/SEMINAR/TRAINING	.00	10.00	300.00	290.00	3.3
10-65-5344 TRAVEL	.00	.00	100.00	100.00	.0
10-65-5350 PARKING LOT LEASE	.00	.00	500.00	500.00	.0
10-65-5413 TELEPHONE	86.53	1,539.12	1,200.00	(339.12)	128.3
10-65-5415 UTILITIES	292.32	934.29	3,800.00	2,865.71	24.6
10-65-5504 REPAIRS - MAINTENANCE	.00	.00	1,500.00	1,500.00	.0
10-65-5600 EQUIPMENT	.00	.00	100.00	100.00	.0
10-65-5606 EQUIPMENT LEASE	255.14	382.71	2,000.00	1,617.29	19.1
10-65-5912 GRANT EXPENSE READY TO READ	.00	.00	1,000.00	1,000.00	.0
10-65-5913 YOUTH COLLECTION GRANT	.00	2,912.45	3,000.00	87.55	97.1
TOTAL LIBRARY	6,772.03	24,206.01	92,385.00	68,178.99	26.2

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	2,009.11	6,728.12	26,000.00	19,271.88	25.9
10-66-5001 PW ALLOCATED PAYROLL	210.92	632.76	2,531.00	1,898.24	25.0
10-66-5020 PAYROLL TAX	330.92	966.87	2,600.00	1,633.13	37.2
10-66-5040 BENEFITS	.00	150.00	4,750.00	4,600.00	3.2
10-66-5060 PERS	63.95	204.24	1,600.00	1,395.76	12.8
10-66-5090 WORKERS COMP	3.27	326.88	300.00	(26.88)	109.0
10-66-5120 GAS - OIL	146.52	444.06	1,000.00	555.94	44.4
10-66-5137 SUPPLIES	89.86	190.41	1,500.00	1,309.59	12.7
10-66-5140 UNIFORMS - TOWELS	50.10	155.94	900.00	744.06	17.3
10-66-5200 CONTRACT SERVICES	212.00	848.00	5,000.00	4,152.00	17.0
10-66-5413 TELEPHONE	62.34	277.47	750.00	472.53	37.0
10-66-5415 UTILITIES	403.50	987.81	3,000.00	2,012.19	32.9
10-66-5504 REPAIRS - MAINTENANCE	.00	1,820.67	2,500.00	679.33	72.8
10-66-5510 LANDSCAPE MAINTENANCE	.00	.00	500.00	500.00	.0
10-66-5512 POND AQUATIC WEED CONTROL	.00	.00	8,500.00	8,500.00	.0
10-66-5600 EQUIPMENT	.00	601.48	2,000.00	1,398.52	30.1
10-66-6000 CAPITAL OUTLAY	200.00	200.00	10,000.00	9,800.00	2.0
10-66-9615 PW EXPENSE ALLOCATION	41.42	124.26	497.00	372.74	25.0
TOTAL PARKS	3,823.91	14,658.97	73,928.00	59,269.03	19.8
<u>MUSEUM</u>					
10-67-5200 CONTRACT SERVICES	.00	59.85	800.00	740.15	7.5
10-67-5233 TECHNOLOGY SERVICES	.00	450.00	500.00	50.00	90.0
10-67-5310 STIPEND	200.00	600.00	2,400.00	1,800.00	25.0
10-67-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-67-5413 TELEPHONE	(10.93)	1,412.59	850.00	(562.59)	166.2
10-67-5415 UTILITIES	236.66	757.06	3,400.00	2,642.94	22.3
10-67-5504 REPAIRS - MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
10-67-5606 EQUIPMENT LEASE	.00	.00	100.00	100.00	.0
TOTAL MUSEUM	425.73	3,279.50	9,150.00	5,870.50	35.8
<u>CEMETERY</u>					
10-68-5200 CONTRACT SERVICES	.00	.00	1,000.00	1,000.00	.0
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	306.00	506.00	2,500.00	1,994.00	20.2
TOTAL CEMETERY	306.00	506.00	3,600.00	3,094.00	14.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	16,007.46	47,831.82	209,000.00	161,168.18	22.9
10-70-5002 ADMIN ALLOCATED PAYROLL	(19,218.42)	(57,655.26)	(230,621.00)	(172,965.74)	(25.0)
10-70-5020 PAYROLL TAX	1,184.79	3,550.24	20,900.00	17,349.76	17.0
10-70-5040 BENEFITS	5,219.81	15,659.43	72,000.00	56,340.57	21.8
10-70-5060 PERS	1,140.52	2,652.17	12,300.00	9,647.83	21.6
10-70-5090 WORKERS COMP	5.61	65.73	1,000.00	934.27	6.6
TOTAL PAYROLL ADMIN	4,339.77	12,104.13	84,579.00	72,474.87	14.3
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	12,114.85	36,556.66	155,500.00	118,943.34	23.5
10-71-5001 PW ALLOCATED PAYROLL	(21,095.84)	(63,287.52)	(253,150.00)	(189,862.48)	(25.0)
10-71-5020 PAYROLL TAX	721.01	2,162.15	15,500.00	13,337.85	14.0
10-71-5040 BENEFITS	3,836.07	11,507.86	67,250.00	55,742.14	17.1
10-71-5060 PERS	1,338.96	3,107.73	13,200.00	10,092.27	23.5
10-71-5090 WORKERS COMP	5.57	16.26	1,700.00	1,683.74	1.0
TOTAL PAYROLL PUBLIC WORKS	(3,079.38)	(9,936.86)	.00	9,936.86	.0
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	230.93	1,426.78	3,400.00	1,973.22	42.0
10-72-5137 SUPPLIES	586.23	977.77	8,000.00	7,022.23	12.2
10-72-5140 UNIFORMS - TOWELS	95.98	140.98	1,000.00	859.02	14.1
10-72-5200 CONTRACT SERVICES	.00	.00	500.00	500.00	.0
10-72-5203 LEGAL SERVICES	.00	.00	500.00	500.00	.0
10-72-5207 INSURANCE	.00	12,000.00	12,000.00	.00	100.0
10-72-5233 TECHNOLOGY SERVICES	.00	.00	500.00	500.00	.0
10-72-5320 DUES, LICENSE, PERMITS	.00	.00	1,000.00	1,000.00	.0
10-72-5342 CONFERENCE/SEMINAR/TRAINING	813.92	813.92	1,000.00	186.08	81.4
10-72-5344 TRAVEL	.00	.00	300.00	300.00	.0
10-72-5415 UTILITIES	414.83	1,012.37	10,000.00	8,987.63	10.1
10-72-5504 REPAIRS - MAINTENANCE	.00	457.50	6,000.00	5,542.50	7.6
10-72-5507 EQUIPMENT MAINTENANCE	.00	41.99	2,500.00	2,458.01	1.7
10-72-5600 EQUIPMENT	250.00	414.97	3,000.00	2,585.03	13.8
10-72-9615 FUND/DEPT ALLOCATIONS	(4,141.67)	(12,425.01)	(49,700.00)	(37,274.99)	(25.0)
TOTAL PUBLIC WORKS OPERATIONS	(1,749.78)	4,861.27	.00	4,861.27	.0
<u>CAPITAL</u>					
10-80-6001 CAPITAL OUTLAY -WEBSITE	.00	2,715.00	10,000.00	7,285.00	27.2
10-80-6003 CAPITAL OUTLAY -CH - SIDINGI	.00	.00	8,000.00	8,000.00	.0
TOTAL CAPITAL	.00	2,715.00	18,000.00	15,285.00	15.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<hr/>						
10-81-5915	GRANT EXP-ODFW HUDELSTON POND	.00	21,708.07	1,000.00	(20,708.07)	2170.8
	TOTAL DEPARTMENT 81	.00	21,708.07	1,000.00	(20,708.07)	2170.8
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TRANSFER						
10-90-9610	OVERHEAD CHARGE	(11,740.84)	(35,222.52)	(140,890.00)	(105,667.48)	(25.0)
	TOTAL TRANSFER	(11,740.84)	(35,222.52)	(140,890.00)	(105,667.48)	(25.0)
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CONTINGENCY						
10-99-9900	CONTINGENCY	.00	.00	296,111.00	296,111.00	.0
	TOTAL CONTINGENCY	.00	.00	296,111.00	296,111.00	.0
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TOTAL FUND EXPENDITURES		37,696.78	169,046.56	1,030,164.00	861,117.44	16.4
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NET REVENUE OVER EXPENDITURES		(12,532.70)	(104,060.05)	.00	104,060.05	.0

CITY OF WILLAMINA
BALANCE SHEET
SEPTEMBER 30, 2018

STREET FUND

ASSETS

20-00-1009	CASH ALLOCATED	(59,722.82)	
	TOTAL ASSETS			(59,722.82)

LIABILITIES AND EQUITY

LIABILITIES

20-00-2000	ACCOUNTS PAYABLE	(83.16)	
	TOTAL LIABILITIES			(83.16)

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	(59,639.66)	
	BALANCE - CURRENT DATE	(59,639.66)	
	TOTAL FUND EQUITY			(59,639.66)
	TOTAL LIABILITIES AND EQUITY			(59,722.82)

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	141,773.00	141,773.00	.0
20-10-4115 STATE HIGHWAY REVENUE	14,414.02	37,888.14	145,000.00	107,111.86	26.1
TOTAL DEPARTMENT 10	14,414.02	37,888.14	286,773.00	248,884.86	13.2
<hr/>					
20-81-4850 GRANT SMALL CITIES ALLOTMENT	.00	.00	50,000.00	50,000.00	.0
TOTAL DEPARTMENT 81	.00	.00	50,000.00	50,000.00	.0
TOTAL FUND REVENUE	14,414.02	37,888.14	336,773.00	298,884.86	11.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURE</u>					
20-11-5001 PW ALLOCATED PAYROLL	2,697.50	8,092.50	32,370.00	24,277.50	25.0
20-11-5002 ADMIN ALLOCATED PAYROLL	2,457.42	7,372.26	29,489.00	22,116.74	25.0
20-11-5090 WORKERS COMP	.00	755.46	1,000.00	244.54	75.6
20-11-5120 GAS - OIL	96.52	273.92	1,500.00	1,226.08	18.3
20-11-5137 SUPPLIES	355.90	396.02	1,500.00	1,103.98	26.4
20-11-5140 UNIFORMS - TOWELS	14.74	45.88	500.00	454.12	9.2
20-11-5204 ENGINEERING SERVICES	.00	10,178.80	10,000.00	(178.80)	101.8
20-11-5413 TELEPHONE	32.48	98.37	600.00	501.63	16.4
20-11-5504 REPAIRS - MAINTENANCE	245.00	245.00	3,000.00	2,755.00	8.2
20-11-5521 SIDEWALK MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
20-11-5522 STREET MAINTENANCE	.00	11,350.59	60,000.00	48,649.41	18.9
20-11-5523 TRAFFIC CONTROL	132.48	132.48	2,000.00	1,867.52	6.6
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
TOTAL EXPENDITURE	6,032.04	38,941.28	153,459.00	114,517.72	25.4
<u>20-81-5909 GRANT EXP SMALLCITIES ALLOTMNT</u>					
	.00	52,494.00	50,000.00	(2,494.00)	105.0
TOTAL DEPARTMENT 81	.00	52,494.00	50,000.00	(2,494.00)	105.0
<u>TRANSFER</u>					
20-90-9610 OVERHEAD ALLOCATION	1,501.25	4,503.75	18,015.00	13,511.25	25.0
20-90-9615 PW EXPENSE ALLOCATION	529.59	1,588.77	6,355.00	4,766.23	25.0
TOTAL TRANSFER	2,030.84	6,092.52	24,370.00	18,277.48	25.0
<u>CONTINGENCY</u>					
20-99-9900 CONTINGENCY	.00	.00	108,944.00	108,944.00	.0
TOTAL CONTINGENCY	.00	.00	108,944.00	108,944.00	.0
TOTAL FUND EXPENDITURES	8,062.88	97,527.80	336,773.00	239,245.20	29.0
NET REVENUE OVER EXPENDITURES	6,351.14	(59,639.66)	.00	59,639.66	.0

CITY OF WILLAMINA
BALANCE SHEET
SEPTEMBER 30, 2018

STREET SDC FUND

<u>ASSETS</u>		
21-00-1009	CASH ALLOCATED	6,000.00
	TOTAL ASSETS	6,000.00
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
21-00-2000	ACCOUNT PAYABLE	240.00
	TOTAL LIABILITIES	240.00
<u>FUND EQUITY</u>		
	REVENUE OVER EXPENDITURES - YTD	5,760.00
	BALANCE - CURRENT DATE	5,760.00
	TOTAL FUND EQUITY	5,760.00
	TOTAL LIABILITIES AND EQUITY	6,000.00

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	129,000.00	129,000.00	.0
21-10-4421 SYSTEM DEVELOPMENT CHARGES	3,000.00	6,000.00	30,000.00	24,000.00	20.0
TOTAL DEPARTMENT 10	3,000.00	6,000.00	159,000.00	153,000.00	3.8
TOTAL FUND REVENUE	3,000.00	6,000.00	159,000.00	153,000.00	3.8

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
21-80-6000 CAPITAL OUTLAY	240.00	240.00	10,000.00	9,760.00	2.4
TOTAL DEPARTMENT 80	240.00	240.00	10,000.00	9,760.00	2.4
<u>CONTINGENCY</u>					
21-99-9900 CONTINGENCY	.00	.00	149,000.00	149,000.00	.0
TOTAL CONTINGENCY	.00	.00	149,000.00	149,000.00	.0
TOTAL FUND EXPENDITURES	240.00	240.00	159,000.00	158,760.00	.2
NET REVENUE OVER EXPENDITURES	2,760.00	5,760.00	.00 (5,760.00)	.0

CITY OF WILLAMINA
BALANCE SHEET
SEPTEMBER 30, 2018

WATER FUND

<u>ASSETS</u>			
30-00-1009	CASH ALLOCATED	(8,196.16)	
30-00-1251	UTILITY RECEIVABLE	13,438.30	
TOTAL ASSETS			5,242.14
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
30-00-2000	ACCOUNTS PAYABLE	7,552.20	
30-00-2300	WATER DEPOSITS	(48.70)	
TOTAL LIABILITIES			7,503.50
<u>FUND EQUITY</u>			
REVENUE OVER EXPENDITURES - YTD		(2,261.36)	
BALANCE - CURRENT DATE		(2,261.36)	
TOTAL FUND EQUITY			(2,261.36)
TOTAL LIABILITIES AND EQUITY			5,242.14

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	197,407.00	197,407.00	.0
30-10-4330 WATER REVENUE	65,953.54	203,617.71	700,000.00	496,382.29	29.1
30-10-4332 NEW CONNECTION FEE	550.00	1,100.00	5,000.00	3,900.00	22.0
30-10-4337 DOUBLE CHECK VALVE	200.00	400.00	1,500.00	1,100.00	26.7
30-10-4350 RECOVERY BAD DEBT	.00	513.39	500.00	(13.39)	102.7
30-10-4581 PENALTY AND FEES	250.00	900.00	2,500.00	1,600.00	36.0
30-10-4582 NON-SUFFICIENT CHECK FEES	50.00	75.00	150.00	75.00	50.0
TOTAL DEPARTMENT 10	67,003.54	206,606.10	907,057.00	700,450.90	22.8
TOTAL FUND REVENUE	67,003.54	206,606.10	907,057.00	700,450.90	22.8

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURE</u>					
30-11-5000 SALARY - WAGES	4,269.77	11,760.26	58,000.00	46,239.74	20.3
30-11-5001 PW ALLOCATED PAYROLL	9,683.34	29,050.02	116,200.00	87,149.98	25.0
30-11-5002 ADMIN ALLOCATED PAYROLL	8,821.58	26,464.74	105,859.00	79,394.26	25.0
30-11-5020 PAYROLL TAX	310.58	922.33	5,800.00	4,877.67	15.9
30-11-5040 BENEFITS	756.17	2,268.26	10,200.00	7,931.74	22.2
30-11-5060 PERS	755.20	1,836.78	7,000.00	5,163.22	26.2
30-11-5090 WORKERS COMP	2.42	714.58	1,500.00	785.42	47.6
30-11-5105 BAD DEBT	606.57	1,739.25	4,000.00	2,260.75	43.5
30-11-5108 CHEMICALS	.00	2,483.20	20,000.00	17,516.80	12.4
30-11-5120 GAS - OIL	80.99	481.65	3,000.00	2,518.35	16.1
30-11-5123 MERCHANT FEES	296.42	884.97	8,000.00	7,115.03	11.1
30-11-5126 POSTAGE	.00	.00	750.00	750.00	.0
30-11-5137 SUPPLIES	103.90	337.46	3,100.00	2,762.54	10.9
30-11-5140 UNIFORMS - TOWELS	82.54	506.78	2,000.00	1,493.22	25.3
30-11-5200 CONTRACT SERVICES	94.25	163.05	5,000.00	4,836.95	3.3
30-11-5204 ENGINEERING SERVICES	6,355.00	12,525.00	5,000.00	(7,525.00)	250.5
30-11-5230 PRINTING AND PUBLISHING	290.70	874.24	3,000.00	2,125.76	29.1
30-11-5250 SYSTEM ANALYSIS	205.00	345.00	6,000.00	5,655.00	5.8
30-11-5320 DUES, LICENSE, PERMITS	1,177.73	1,177.73	1,000.00	(177.73)	117.8
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	1,000.00	1,000.00	.0
30-11-5344 TRAVEL	.00	2.00	500.00	498.00	.4
30-11-5355 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.0
30-11-5413 TELEPHONE	276.97	926.83	5,000.00	4,073.17	18.5
30-11-5415 UTILITIES	3,073.35	9,129.81	45,000.00	35,870.19	20.3
30-11-5504 REPAIRS - MAINTENANCE	249.58	1,619.23	5,000.00	3,380.77	32.4
30-11-5530 SUPPLY SYSTEM MAINTENANCE	3,038.13	4,713.60	50,000.00	45,286.40	9.4
30-11-5531 DISTRIBUTION MAINTENANCE	1,000.00	1,000.00	5,500.00	4,500.00	18.2
30-11-5535 NEW CONNECTION EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
30-11-5600 EQUIPMENT	6,841.40	11,335.70	7,000.00	(4,335.70)	161.9
TOTAL EXPENDITURE	48,371.59	123,262.47	485,509.00	362,246.53	25.4
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30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	1,784.75	1,784.75	50,000.00	48,215.25	3.6
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	1,784.75	1,784.75	55,000.00	53,215.25	3.3
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30-82-8030 WATER PRINCIPAL	.00	.00	19,203.00	19,203.00	.0
30-82-8035 WATER INTEREST	.00	.00	33,609.00	33,609.00	.0
TOTAL DEPARTMENT 82	.00	.00	52,812.00	52,812.00	.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
30-90-9040 INTERFUND LOAN	.00	60,000.00	60,000.00	.00	100.0
30-90-9110 IN LIEU OF FRANCHISE FEE	1,750.00	5,250.00	21,000.00	15,750.00	25.0
30-90-9231 TRANSFER IN	(1,100.25)	(3,300.75)	(13,203.00)	(9,902.25)	(25.0)
30-90-9610 OVERHEAD ALLOCATION	5,389.25	16,167.75	64,671.00	48,503.25	25.0
30-90-9615 PW EXPENSE ALLOCATION	1,901.08	5,703.24	22,813.00	17,109.76	25.0
TOTAL TRANSFER	7,940.08	83,820.24	155,281.00	71,460.76	54.0
<u>CONTINGENCY</u>					
30-99-9900 FUND BALANCE	.00	.00	158,455.00	158,455.00	.0
TOTAL CONTINGENCY	.00	.00	158,455.00	158,455.00	.0
TOTAL FUND EXPENDITURES	58,096.42	208,867.46	907,057.00	698,189.54	23.0
NET REVENUE OVER EXPENDITURES	8,907.12	(2,261.36)	.00	2,261.36	.0

CITY OF WILLAMINA
BALANCE SHEET
SEPTEMBER 30, 2018

WATER SDC FUND

ASSETS

31-00-1009	CASH ALLOCATED	(6,414.75)	
	TOTAL ASSETS		(6,414.75)

LIABILITIES AND EQUITY

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	(6,414.75)	
	BALANCE - CURRENT DATE	(6,414.75)	
	TOTAL FUND EQUITY		(6,414.75)
	TOTAL LIABILITIES AND EQUITY		(6,414.75)

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
31-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	60,752.00	60,752.00	.0
31-10-4431 SYSTEM DEVELOPMENT CHARGES	1,848.00	3,696.00	20,000.00	16,304.00	18.5
TOTAL DEPARTMENT 10	1,848.00	3,696.00	80,752.00	77,056.00	4.6
TOTAL FUND REVENUE	1,848.00	3,696.00	80,752.00	77,056.00	4.6

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

		WATER SDC FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000	CAPITAL OUTLAY	5,250.00	6,810.00	10,000.00	3,190.00	68.1
	TOTAL DEPARTMENT 80	5,250.00	6,810.00	10,000.00	3,190.00	68.1
<u>TRANSFER</u>						
31-90-9750	DEBT SERVICE TRANSFER TO 50	1,100.25	3,300.75	13,203.00	9,902.25	25.0
	TOTAL TRANSFER	1,100.25	3,300.75	13,203.00	9,902.25	25.0
<u>CONTINGENCY</u>						
31-99-9900	CONTINGENCY	.00	.00	57,549.00	57,549.00	.0
	TOTAL CONTINGENCY	.00	.00	57,549.00	57,549.00	.0
	TOTAL FUND EXPENDITURES	6,350.25	10,110.75	80,752.00	70,641.25	12.5
	NET REVENUE OVER EXPENDITURES	(4,502.25)	(6,414.75)	.00	6,414.75	.0

CITY OF WILLAMINA
BALANCE SHEET
SEPTEMBER 30, 2018

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	103,914.49	
40-00-1251	UTILITY RECEIVABLE	5,714.03	
	TOTAL ASSETS		109,628.52

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	972.57	
40-00-2400	SEWER DEPOSITS	792.08	
	TOTAL LIABILITIES		1,764.65

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	107,863.87	
	BALANCE - CURRENT DATE	107,863.87	
	TOTAL FUND EQUITY		107,863.87
	TOTAL LIABILITIES AND EQUITY		109,628.52

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	135,749.00	135,749.00	.0
40-10-4340 WASTEWATER REVENUE	53,524.95	161,660.97	630,000.00	468,339.03	25.7
40-10-4342 NEW CONNECTION FEE	150.00	300.00	1,500.00	1,200.00	20.0
40-10-4350 RECOVERY BAD DEBT	.00	708.99	500.00	(208.99)	141.8
TOTAL DEPARTMENT 10	53,674.95	162,669.96	767,749.00	605,079.04	21.2
 <u>TRANSFER</u>					
40-90-9530 INTERFUND LOAN	.00	60,000.00	60,000.00	.00	100.0
TOTAL TRANSFER	.00	60,000.00	60,000.00	.00	100.0
 TOTAL FUND REVENUE	 53,674.95	 222,669.96	 827,749.00	 605,079.04	 26.9

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	3,017.70	10,038.19	57,000.00	46,961.81	17.6
40-11-5001 PW ALLOCATED PAYROLL	8,504.08	25,512.24	102,049.00	76,536.76	25.0
40-11-5002 ADMIN ALLOCATED PAYROLL	7,939.42	23,818.26	95,273.00	71,454.74	25.0
40-11-5020 PAYROLL TAX	214.28	762.75	5,700.00	4,937.25	13.4
40-11-5040 BENEFITS	3,162.67	9,337.82	20,000.00	10,662.18	46.7
40-11-5060 PERS	480.18	811.72	3,600.00	2,788.28	22.6
40-11-5090 WORKERS COMP	1.92	616.29	1,500.00	883.71	41.1
40-11-5105 BAD DEBT	428.47	1,374.96	4,000.00	2,625.04	34.4
40-11-5108 CHEMICALS	1,039.98	1,039.98	15,000.00	13,960.02	6.9
40-11-5120 GAS - OIL	200.84	514.10	1,500.00	985.90	34.3
40-11-5123 MERCHANT FEES	296.41	884.96	8,000.00	7,115.04	11.1
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	97.38	376.58	3,000.00	2,623.42	12.6
40-11-5140 UNIFORMS - TOWELS	147.38	458.60	2,500.00	2,041.40	18.3
40-11-5200 CONTRACT SERVICES	500.00	1,500.00	8,000.00	6,500.00	18.8
40-11-5204 ENGINEERING SERVICES	90.00	1,738.75	3,000.00	1,261.25	58.0
40-11-5230 PRINTING AND PUBLISHING	290.69	874.21	3,000.00	2,125.79	29.1
40-11-5250 SYSTEM ANALYSIS	.00	220.00	7,000.00	6,780.00	3.1
40-11-5320 DUES, LICENSE, PERMITS	192.73	192.73	4,000.00	3,807.27	4.8
40-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00	.0
40-11-5344 TRAVEL	.00	.00	250.00	250.00	.0
40-11-5413 TELEPHONE	319.77	1,055.86	4,000.00	2,944.14	26.4
40-11-5415 UTILITIES	2,208.41	6,318.96	34,000.00	27,681.04	18.6
40-11-5504 REPAIRS - MAINTENANCE	5,185.00	8,007.40	9,000.00	992.60	89.0
40-11-5540 TREATMENT SYSTEM MAINTENANCE	.00	604.99	20,000.00	19,395.01	3.0
40-11-5600 EQUIPMENT	400.00	400.00	8,000.00	7,600.00	5.0
TOTAL EXPENDITURE	34,717.31	96,459.35	420,372.00	323,912.65	23.0
<hr/>					
40-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	10,000.00	10,000.00	.0
<hr/>					
40-82-8040 SEWER PRINCIPAL	.00	.00	109,193.00	109,193.00	.0
40-82-8045 SEWER INTEREST	.00	.00	60,465.00	60,465.00	.0
TOTAL DEPARTMENT 82	.00	.00	169,658.00	169,658.00	.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
40-90-9110 IN LIEU OF FRANCHISE FEE	1,575.00	4,725.00	18,900.00	14,175.00	25.0
40-90-9241 TRANSFER IN	(1,979.34)	(5,938.02)	(23,752.00)	(17,813.98)	(25.0)
40-90-9610 OVERHEAD ALLOCATION	4,850.34	14,551.02	58,204.00	43,652.98	25.0
40-90-9615 PW EXPENSE ALLOCATION	1,669.58	5,008.74	20,035.00	15,026.26	25.0
TOTAL TRANSFER	6,115.58	18,346.74	73,387.00	55,040.26	25.0
<u>CONTINGENCY</u>					
40-99-9900 CONTINGENCY	.00	.00	154,332.00	154,332.00	.0
TOTAL CONTINGENCY	.00	.00	154,332.00	154,332.00	.0
TOTAL FUND EXPENDITURES	40,832.89	114,806.09	827,749.00	712,942.91	13.9
NET REVENUE OVER EXPENDITURES	12,842.06	107,863.87	.00	(107,863.87)	.0

CITY OF WILLAMINA
BALANCE SHEET
SEPTEMBER 30, 2018

WASTEWATER SDC FUND

ASSETS

41-00-1009	CASH ALLOCATED	(938.02)	
	TOTAL ASSETS		(938.02)

LIABILITIES AND EQUITY

LIABILITIES

41-00-2000	ACCOUNT PAYABLE		1,905.00	
	TOTAL LIABILITIES			1,905.00

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	(2,843.02)	
	BALANCE - CURRENT DATE	(2,843.02)	
	TOTAL FUND EQUITY		(2,843.02)
	TOTAL LIABILITIES AND EQUITY		(938.02)

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	18,724.00	18,724.00	.0
41-10-4441 SYSTEM DEVELOPMENT CHARGES	2,500.00	5,000.00	20,000.00	15,000.00	25.0
TOTAL DEPARTMENT 10	2,500.00	5,000.00	38,724.00	33,724.00	12.9
TOTAL FUND REVENUE	2,500.00	5,000.00	38,724.00	33,724.00	12.9

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
41-80-6000 CAPITAL OUTLAY	1,905.00	1,905.00	10,000.00	8,095.00	19.1
TOTAL DEPARTMENT 80	1,905.00	1,905.00	10,000.00	8,095.00	19.1
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	1,979.34	5,938.02	23,752.00	17,813.98	25.0
TOTAL TRANSFER	1,979.34	5,938.02	23,752.00	17,813.98	25.0
<u>CONTINGENCY</u>					
41-99-9900 CONTINGENCY	.00	.00	4,972.00	4,972.00	.0
TOTAL CONTINGENCY	.00	.00	4,972.00	4,972.00	.0
TOTAL FUND EXPENDITURES	3,884.34	7,843.02	38,724.00	30,880.98	20.3
NET REVENUE OVER EXPENDITURES	(1,384.34)	(2,843.02)	.00	2,843.02	.0

City of Willamina
Minutes of the Once A Month Meeting of the City Council
October 9, 2018
6:00 PM

Location of Meeting:

West Valley Fire
825 NE Main St
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Councilor Wymore
Councilor Johnson
Councilor Burr
Councilor Baller
Councilor McKnight
Councilor Wooden
City Manager, Kenna West
Deputy City Recorder Debbie Bernard

Guest: (not limited to):

Chief Kevin Clark
Paul Dalquilante News-Register
Mary Jane Hollinger

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on October 9, 2018, at West Valley Fire by Mayor Ila Skyberg.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved with additions.

II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and unanimously approved with an amendment.

III. Consideration of Open Issues

1. Addition And Deletion

Mayor Ila Skyberg

Mayor Skyberg noted the additions to the agenda. They were following:

No. 7 The Recruitment for the Planning Commission Vacancy.

No. 8 The Repeal of Resolution 18.19.004 and Approval of Resolution 18.19.011 and

No. 9 The request to approve a Denial on a Hardship request.

Mayor Skyberg asked for any pulls. Council Present Baller asked to pull the minutes of September 11, 2018, for discussion as she wanted the minutes amended to show her listed as present at the meeting.

2. Public Input

Mayor Ila Skyberg

The Mayor asked for the Public Input. Mary Jane Hollinger spoke. She lives at 242 Lamson St. She thanked the Council for the award she received as "Citizen of Year." She said she was honored.

3. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg called for a motion to approve the consent agenda.

MOTION: Councilor Baller moved to approve the consent agenda which included Check Registers from August 1 to 31, 2018 and Financials from August 31, 2018 with the pull of the September 11, 2018 minutes for discussion. Councilor Wooden seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

4. City Manager Compensation - Resolution 18-19-008

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

MOTION: Councilor McKnight moved to approve Resolution 18-9-008 approving an increase in compensation for the City Manager. Councilor Baller seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in favor.

Discussion: Mayor Skyberg asked Deputy City Recorder Debbie Bernard to comment. Debbie said that the Council at their September 11, 2018, Regular Meeting approved a modification to the City Manager contract allowing for an increase. The proposed 5 percent increase would go into effect October 1, 2018, if the Council moved to approve the resolution.

Mayor Skyberg noted there was a motion and second. She asked for those in favor and those opposed. All were in favor.

5. Funding For Emergency Water Intake Repair - Resolution 18-19-009

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

MOTION: Councilor Johnson moved to approved resolution 18-19-009 and authorize the Mayor or City Manager to sign any necessary documents to receive funds from Business Oregon. Councilor Burr seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

Discussion:

Councilor Wooden said she was puzzled where it says a loan from the water fund in the Staff Report? Kenna gave a clarification that it is the State water fund, OBDD, and not the City water fund. Kenna further explained that the City water intake system has been compromised due to the shifting of the gravel bar and the cost to repair the intake system is estimated to be \$63,000.

Kenna said she worked with 7 different state agencies for permits to get into the creek. Also, the City pursued funding for the repair of the intake from the Oregon Infrastructure Finance Authority and has been offered a 50/50 Loan Grant. She explained if Council approves Resolution 18-19-009 it will give the City Manager or Mayor authorization to accept and submit the Grant.

Councilor Baller complemented the City Manager on her persistence to get the Grant. Councilor Burr asked what the monthly payments on the loan are. Kenna responded she did not have those specifics, however, said it is a 5-year loan commitment.

Councilor Wooden asked if the payments come out of our water fund. Kenna responded yes.

Councilor Burr referenced page 15 of 16. He wanted to know what was the 120 percent item referenced. Kenna responded that the work Council did to raise water rates brought us within the parameters of this agreement.

Council Burr noted that the Council is at the mercy of the Creek. As this can happen again, he said. He continued and said the Council needs to look long term. Kenna responded that the Council has looked ahead with the approval of the 2015 Water Master Plan.

Councilor Burr asked if SDC's could be used to pay for repairs. Kenna responded probably no as the repairs do not increase capacity.

Mayor Skyberg stated there was a motion and a second. She asked for a vote of all in favor and all opposed. All were in favor.

Mayor Skyberg closed the Regular Meeting and opened the Public Hearing on the proposed Supplemental Budget and Reallocation of other line items in for 2018/2019.

Mayor Skyberg read the public hearing script:

Good Evening

This is the time and place scheduled for a public hearing for the purpose of obtaining public comment on the proposed Supplemental Budget and Reallocation of other line items for FY 2018/19.

She asked for General Testimony. There were none.

Mayor Skyberg asked for questions or comments from Council. There were none.

Mayor Skyberg closed the public hearing and re-opened the regular session.

6. Resolution 18-19-010 - A Resolution of the Willamina City Council Authorizing Appropriations Amending the Fiscal Year 2018/2019 Budget and Reallocating Funds within Funds for the Fiscal Year 2018-2019
Mayor Ila Skyberg
Mayor Skyberg called for a motion.

MOTION: Councilor Burr moved to approve Resolution 18-19-010 approving the Supplemental Budget. Councilor Wooden Second. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

Discussion:

Kenna explained the Supplemental Budget and pointed to a few line items for discussion. She said we did not expect the expenditures and income from the Grant. Kenna also pointed out the improvements at Hampton Pond and closing out the \$22,000 in revenue. She added that the Workers Comp Audit created an increase.

Mayor Skyberg asked for further discussion and a vote. All were in favor.

7. Recruitment for the Planning Commission Vacancy.
Mayor Ila Skyberg
Mayor Skyberg asked Deputy City Recorder to address the Staff Report.
Debbie explained that with the Resignation of Planning Commissioner Dennis Ulrich a vacancy has been created. In addition, there are three additional planning commission seats that will be ending their term December 31, 2018. The Staff is asking Council for direction to advertise in the local papers and reader board.

MOTION: Councilor Wooden moved to direct staff to recruit to fill the current vacancy via advertising in the local newspapers and notify the public of the current vacancy via the Willamina High School reader board and City of Willamina website. Councilor McKnight seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

8. No. 8 The Repeal Of Resolution 18-19-004 and approval of Resolution 18-19-011 And
Mayor Ila Skyberg
Mayor Skyberg called for a motion:

MOTION: Councilor Wooden moved to approve Resolution 18-19-011. A resolution of the Willamina Council extending workers compensation coverage to volunteers. Councilor Baller seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

Discussion:

Kenna explained we cover our Volunteers with Workers Compensation. Kenna noted that we add new events like the trunk or treat to the new Resolution.

Councilor Wymore asked about the light parade and 4th of July committee and if they're covered. Kenna responded no. She said the reason is that there are no employees on those committees or a Volunteer from the City.

Mayor Skyberg asked for further discussion and a vote. All were in favor.

9. No. 9 The Request to approve a denial on a Hardship Request.

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

MOTION: Councilor McKnight moved that the hardship placement request is denied and that the City Manager, or a City representative appointed by her, be authorized to issue a denial letter and proceed with enforcement. Councilor Wooden seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

Discussion:

Kenna explained Mr. Ray had been to Council with the request for hardship and not just one time. She gave the background. In 2014 the Council authorized a hardship placed for 9 months. They have been in Violation since October 9, 2015. Based on that we are recommending denial.

Mayor Skyberg asked for further discussion and a vote. All were in favor.

10. Minutes from September 11, 2018

Mayor Ila Skyberg

Mayor Skyberg asked for a motion:

MOTION: Councilor Baller moved to approve the minutes of September 11, 2018, with the amendment of adding her to the list of those present. Councilor Wooden seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

11. Mayors Report

Mayor Skyberg reported that Volunteer Recognition Events was great! The Mayor recognized Councilor Baller for her contributions.

12. Council Liaison Reports

Chamber Liaison and Councilor April Wooden reported on Bridge the Gap and said was deemed a great success. Yamhill County Sheriff's Dept. brought a great display and gave out goody bags to all the children. West Valley Fire Department also gave out goody bags. She added a report on many additional items as follows:

- The Willamina Saw Sign has not yet found a home. The proposed location is owned by ODOT.
 - The Art Tour is moving ahead.
 - The Annual Christmas Dinner will be at Coyote Joe's who plans are still up in the air.
 - The City has signed on to Travel Salem which will list us on their tourism brochure and map
 - Due to vandalism of the Galloping Goose, the doors have been locked
 - Carrie Zimbrick announced Open House at the school including spaghetti dinner, a book sale and may booths.
 - Chamber members headed up by Dr. Brooks, have been replacing burned out lights bulbs in the Christmas street decorations.
 - Bob Burr is organizing the Christmas Light Parade scheduled for the first Saturday in December.
 - The 4th of July Committee announced plans for a baked sale to raise money for fireworks
 - The DAR requested a letter from the Chamber of Commerce to advance their plans to give an award to Steve Bobb.
 - The EID meeting last Wednesday did not have a quorum so no official business conducted
 - Two hundred dollars was paid to Mike Reed for placement of the sign on his Hwy 22 property.
 - Joe and Janet have been confirmed for the March Wet Season Music Fundraiser for fireworks.
 - The Chamber will use Country Garden Nursery next year for flower baskets. Poles need to be refurbished.
 - Ginny will repaint the Triangle for next year's 4th of July.
13. Library Liaison - Councilor McKnight reported on the library. She said the library is very active. Library volunteer Carla Johnson was voted Library Champion of the year. They are looking for teen volunteers.
14. YCOM Board – Councilor Baller reported that the staff has been working on equipment that is a tracking source to follow police officers from the time a call is dispatched to arrival. The will be able to follow the police which she said is very excited. Rita further explained that the City of Newberg and Dundee is not included in this system.
15. Yamhill County Transportation Board – Councilor Johnson reported that the Board on October 2, 2018, voted to finalize a document for submission to our County Commissioners for approval. Willamina and Carlton are more consistent in supporting the Transits System. Councilor Johnson said they are working on improving Route 22 Bus to be more consistent overall. Also, the YCTB want to implement a shopper's shuttle. In addition, the short term they are looking at an addition evening shift.
16. City Manager's Report – The City Managers reported that Councilor April Wooden won second place for her tomato pie and the Harvest Festival Pie Contest.

Also, James LaBar with Regional Solutions has been pulled and now on the Governor's Housing Committee. Kenna said he was of great help with our recent water intake crisis. The City Manager reported that 1st Street will be paved on Friday. She said we will use monies in our street funds. We did not go into our contingencies. Kenna also reported on Trunk or Treat. She said the Tina Miller Park will be decorated by Justin Riggs. Sara will hold a Pumpkin Painting at Library and there will be prizes.

Kenna concluded and said the reason for these events is to keep children away from trick or treating along Hwy 18.

17. Sheriff's Report – Kenna went over the Sherriff report. She also added that she is very pleased with the work the Sherriff is doing for us.
18. Adjourn – Mayor Skyberg asked for motion to adjourn.

MOTION: Councilor Burr moved to adjourn. Councilor Wymore seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

Agenda and Time of Next Meeting

The next meeting will be held at on at:
 West Valley Fire
 825 NE Main St.
 Willamina, Oregon 97396

The meeting was adjourned at 7:45 PM by Mayor Ila Skyberg.

Minutes submitted by Deputy City Recorder, Debbie Bernard

Minutes approved by Mayor Ila Skyberg

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF NOVEMBER 7, 2018**

TO: MAYOR AND CITY COUNCIL

**FROM: CITY OF WILLAMINA CODE ENFORCEMENT DEPARTMENT
THROUGH KENNA WEST, CITY MANAGER**

**SUBJECT: AMENDMENT OF TITLE IX, CHAPTER 90 OF THE CITY OF
WILLAMINA CITY CODE TO ADD THE OFFENSE OF OFFENSIVE
LITTERING BY AN ANIMAL**

ISSUE

Shall the City Council adopt Ordinance 676, amending the City of Willamina City Code, Title IX, Chapter 90 to add the offense of Offensive Littering by an Animal?

RECOMMENDATION:

Adopt Ordinance 676, amending the City of Willamina City Code, Title IX, Chapter 90 to add the offense of Offensive Littering by an Animal.

SUMMARY AND BACKGROUND

The City of Willamina is a scenic and beautiful rural City with over 2100 residents. Many of those residents own or are in control of animals. Most of those persons who are in control of or own animals, immediately remove any animal waste from public property or property owned by others. Unfortunately, some people do not remove the animal's waste from public property or property owned by others. This results in a hazard to public health, safety, and welfare.

In order to encourage persons in control of and/or owners of animals to clean up after their animals, staff recommends that an ordinance be enacted which allows city representatives to issue citations for the offense of offensive littering by an animal.

The penalty for a violation within Title IX, Chapter 90 is a fine not to exceed \$250.00 and restitution may be ordered for any property damaged.

FACTS AND FINDINGS

1. There are many animals owned or under the control of persons within the City of Willamina.

2. Some of those persons who own or are in control of animals have failed to remove the animal's waste from public property or property owned by others resulting in a hazard to public health, safety, and welfare.
3. In order to encourage the immediate removal of animal waste, staff recommends the amendment of Title IX, Chapter 90 to add the offense of offensive littering by an animal.
4. Title IX, Chapter 90 contains a penalty clause which would result in a fine not to exceed \$250.00 and restitution may be ordered for any property damages, if convicted.

Proposed Motion: I move that the City Council adopt Ordinance 676.

Kenna West
Kenna West, City Manager

Attachment: Ordinance No. 676

ORDINANCE NO. 676

AN ORDINANCE AMENDING THE CITY OF WILLAMINA CODE OF ORDINANCES, TITLE IX, CHAPTER 90. ANIMALS

WHEREAS, The accumulation of animal feces and other animal solid waste in public areas and on property belonging to people other than the animal's owner or the person in possession and control of an animal constitutes a hazard to public health, safety, and welfare, and

WHEREAS, Owners and people in physical control of animals which defecate on public property or on the property of others are ultimately responsible for their owned animals or animals in their control, and should be responsible for removing, and properly disposing of such animal waste.

NOW THEREFORE, THE CITY OF WILLAMINA, OREGON ORDAINS AS FOLLOWS:

THAT TITLE IX GENERAL REGULATIONS, CHAPTER 90. ANIMALS of the City of Willamina City Code is hereby amended by adding Subsection 90.06 Offensive Littering by an Animal, which shall read as follows:

§ 90.06 OFFENSIVE LITTERING BY AN ANIMAL.

Any person either owning or in control of an animal which defecates upon any public way as defined in ORS 164.805(2)(b), or upon the property of another without permission of the property owner, commits the offense of offensive littering by an animal if said person fails to immediately remove and properly dispose of the animal waste.

This ordinance shall become effective thirty (30) days after adoption.

First Reading: _____ Second Reading: _____

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF THE CITY OF WILLAMINA

This _____ day of _____, 2018 by the following vote:

Yea _____

Nay _____

Abstain _____

Absent _____



Ila Skyberg, Mayor

ATTEST:

Debbie Bernard, Deputy City Recorder

**City of Willamina
Staff Report
For the City Council Meeting of November 7, 2018**

To: MAYOR AND CITY COUNCIL
From: DEBBIE BERNARD, DEPUTY CITY RECORDER
Subject: PLANNING COMMISSION APPOINTMENT
**Subject: APPOINTMENT OF PLANNING COMMISSIONER TO
VACANT TERM**

Shall the City Council appoint Debra Jo Summers to the Planning Commission to fill the partial term and vacant seat left by Planning Commissioner Dennis Ulrich.

RECOMMENDATION

Staff recommends that City Council appoint Debra Jo Summers, to fill the vacant seat expiring December 31, 2018.

SUMMARY AND BACKGROUND

Planning Commissioner Dennis Ulrich resigned his position as of September 27, 2018. His term expires on December 31, 2018. Staff has advertised for the recruitment for over one month on the High School Reader Board and the Bulletin as directed by City Council at their October 9, 2018 City Council meeting and received one application to date. Staff is continuing to advertise and recruit.

FACTS AND FINDINGS

1. Planning Commissioner Dennis Ulrich resigned effective September 27, 2018 leaving a partial term vacancy on the Planning Commission; the unexpired term ends December 31, 2018.
2. Ordinance No. 643, Section 31.30 Term of Office states: Commission members shall be appointed by the City Council for terms of up to three (3) years, said terms to end on December 31 of the year of expiration. Terms of Planning Commissioner shall be staggered in order to establish an approximately equal number of expiring terms each year. Commissioners may be considered for reappointment at the discretion of the City Council. Appointees to fill a vacancy on the Commission shall serve for the remainder of the unexpired term.

PROPOSED MOTION

1. *I move to appoint Debra Jo Summers to the City of Willamina Planning Commission for the unexpired term ending December 31, 2018, on Seat No.1.*

City of Willamina
Staff Report
For the City Council Meeting of October 9, 2018

Debbie Bernard

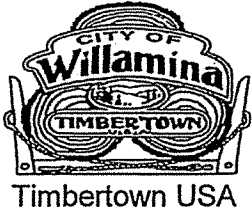
Debbie Bernard, Deputy City Recorder

Attachments:

Exhibit A, Willamina Planning Commission Members & Terms 2017 (below)
Application for City Office

Seat	Current Term Name	Full Term
		Expires
1	Vacant (left by Dennis Ulrich (9/27/18))	12/31/2018
2	Shirley Fitzgerald	12/31/2020
3	Susan Richman	12/31/2020
4	Sheryl Christie Hansen	12/31/2018
5	Patrick Howard Keith	12/31/2020
6	Ila Schunter	12/31/2018
7	Vacant (left by Martin Attebery 10/15/18)	12/31/2018

10, 20, 30, 40, 50, 60, 70, 80, 90, 100, 110, 120, 130, 140, 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, 260, 270, 280, 290, 300, 310, 320, 330, 340, 350, 360, 370, 380, 390, 400, 410, 420, 430, 440, 450, 460, 470, 480, 490, 500, 510, 520, 530, 540, 550, 560, 570, 580, 590, 600, 610, 620, 630, 640, 650, 660, 670, 680, 690, 700, 710, 720, 730, 740, 750, 760, 770, 780, 790, 800, 810, 820, 830, 840, 850, 860, 870, 880, 890, 900, 910, 920, 930, 940, 950, 960, 970, 980, 990, 1000



City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name Debra Jo Summers
Physical Address [REDACTED]
Mailing Address [REDACTED]
Home Phone Number [REDACTED]
Cell Phone Number [REDACTED]
Email debra.j.summers@gmail.com
Occupation Retired

Years of Residency 4 yrs / Lived here 30+ yrs Registered Voter ☒ Yes ☐ No

Position(s) ☐ Budget Committee ☐ Library Board ☒ Planning Commission ☐ City Council
Select all you wish to apply for
(Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?

To see the city grow more.

Please share any governmental or volunteer experience you have had

What do you think makes you the best candidate for this position?

Long time living in Willamina. Came to town when 6 months old til 1980 then came back to town to build a home after I retired in 2015.

Signature Debra Jo Summers Date 10-4-2018

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF NOVEMBER 7, 2018**

TO: MAYOR AND CITY COUNCIL

FROM: KENNA WEST, CITY MANAGER

**SUBJECT: REVISION OF JOB DESCRIPTION AND JOB DUTIES FOR CODE
ENFORCEMENT OFFICER**

ISSUE

Shall the City Council approve a revision of the job description and change to the job title from Code Enforcement Officer to Community Support Officer?

RECOMMENDATION:

Approve the revision to the job description as noted below and change the job title from Code Enforcement Officer to Community Support Officer.

SUMMARY AND BACKGROUND

The City of Willamina, within it's Public Safety Department, has an allocation for a 3/4 time position which is currently entitled "Code Enforcement Officer." That position has been filled for the last two years by Dave Morey.

When created it was envisioned that this position would be responsible for the following:

1. Investigate and provide information on potential/actual violations of City codes, ordinances, and regulations;
2. Prepare forms and letters advising property owners/tenants of possible violations of City codes, ordinances, and regulations;
3. Issue warnings and citations for City code, ordinance, and regulation violations;
4. Data entry of traffic tickets; and
5. Assist Municipal Court Clerk with court related matters.

Over the past year, the duties of this position have changed based on the needs of the City and the community. The current duties now include approximately 60% code enforcement (as outlined above), but also include the following:

1. Liaison duties on active cases between the City of Willamina and the Yamhill County Deputies on contract to the City;
2. Review of fence applications, and issuance of fence permits if determined to be in accordance with city code;

3. Liaison duties between the City of Willamina and Yamhill County Animal Control personnel, shelter personnel, and animal rescue organizations;
4. Coordination of security matters including alarm, phone, and camera systems for City of Willamina buildings;
5. Assistance to citizens of and visitors to the City of Willamina in regard to event and business locations and hours of service;
6. Community and citizen education regarding City codes, ordinances, and regulations;
7. Coordination of services (City, County, State, Federal, charitable) to citizens of the City of Willamina as needed; and
8. Assistance to citizens of the City of Willamina in regard to neighbor versus neighbor disputes or issues.

Based on the needs of our community, the duties of the Code Enforcement Officer have become more akin to those of a Community Support Officer. Therefore, to better reflect those duties, it is recommended that the job description be revised to incorporate the above noted duties and the job title be changed to Community Support Officer.

This change in job description and title does not result in a change in hours worked, salary, or hourly wage, but rather, is simply a clarification of the actual duties being performed.

FACTS AND FINDINGS

1. The City of Willamina has an allocation for a 3/4 time Code Enforcement Officer within its Public Safety Department.
2. The Code Enforcement Officer duties have changed over the last year based on the needs of the City and the community.
3. To better reflect the actual duties of this position it is recommended that the title be changed to Community Support Officer and the duties be updated as outlined within the Summary and Background section of this report.
4. The recommended changes do not result in a change in hours worked, salary, or hourly wage.

Proposed Motion: I move that the City Council approve the revision of the job description and job title of the Code Enforcement Officer as outlined in the staff report.

Kenna West
Kenna West, City Manager

2018 Schedule of Events

CITY COUNCIL CALENDAR OF EVENTS

July 2018

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July

07/04/18 (Wed)	Independence day	holiday
07/20/18 (Fri)	Swap Meet	event
07/21/18 (Sat)	Swap Meet	event

August 2018

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

08/07/18(Tues)	Planning Commission Meeting Canceled	meeting
08/14/18(Tues)	City Council Meeting	meeting
08/15/18(Wed)	Deadline for completed application to run in the November 6, 2018 Elections	event
08/17/18 (Fri)	Deadline for Library Board Applications	deadline

September 2018

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September

09/03/18 (Mon)	Labor Day	holiday
09/04/18 (Tues)	Planning Commission Meeting	meeting
09/11/18 (Tues)	City Council Meeting	meeting
09/15/18 (Sat)	Bridge the Gap Sept 15th 10 to 2	event
09/22/18 (Sat)	Harvest Festival Sept 22 10 to 4	event
09/29/18 (Sat)	Volunteer Appreciation Event Sept 29th Sat @ 5:00pm.	event

October 2018

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October

10/02/18 (Tues)	Planning Commission Meeting	meeting
10/09/18 (Tues)	City Council Meeting	meeting
		-
10/08/18 (Mon)	Columbus Day	holiday
10/24/18 (Wed)	United Nations Day	holiday
10/31/18 (Wed)	Halloween	holiday

November 2018

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November

11/06/18 (Tues)	Planning Commission Meeting	meeting
11/13/18 (Tues)	City Council Meeting	meeting
11/15/18 (Thurs)	City County Dinner hosted by City of Dayton	meeting
11/6/17 (Tues)	November 6 Elections Day	event
11/10/17 (Fri.Sat & Sun)	Coastal Hills Art Tour Celebrating 26 years	event
11/11/18 (Sun)	Veterans Day	holiday
11/22/18 (Thu)	Thanksgiving	holiday

December 2018

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December

12/01/18 (Sat)	Christmas Light Parade	meeting
12/4/18 (Tues)	Planning Commission Meeting	meeting
12/11/18 (Tues)	City Council Meeting	meeting
12/24/18 (Mon)	Christmas Eve	holiday
12/25/18 (Tue)	Christmas Day	holiday
12/31/18 (Mon)	New Year's Eve	holiday

